



SUBMIT YOUR REPORTS ONLINE!!!!



Fiscal Year 2007-2008

Look, it's easy to remember each Leo Club must do

All you need to do is to send the following items by 5.00pm before the 5th of every month.

- 1) MAAR 1 (Compulsory)
- 2) Completed Project & Activities Report (Optional)
- 3) Photos & Newspaper cuttings (Optional, and only relevant materials please.)

INSTRUCTION When Sending Reports Online.

- A) You **must** "shrink" all your nice photos before sending them over.
(The photos **must** be converted into .jpg (JPEG) files.)
- B) Your monthly report file **must not** exceed 800kb in total, or else points will be deducted.
DO NOT attach multiple copies of reports and photos. Kindly please "ZIP" all your files up into one main file.
- C) You have to rename your Zip-file in the order of : the Month reporting for, your Region, Zone and your Club. *Example - the Leo Club of Sultan Gajah from Region 5 when submitting their July report should be submitted in as : 072007-r5-sultangajah.zip* (and send in before 5th of August !!)
- D) Reports submitted **after** the due date (5th) of each month will be considered as 'Late'. You will then have until 5.00pm on the 8th of that month to submit your 'late' report. All late reports will be penalized, **but** will still be accepted in. Reports which come in **after** the "late-submission" date (i.e. the 8th) will be invalid, and will Not be accepted.
- E) Clubs which send in their reports **Online** to DC and RCC for Leos, will receive Bonus Points each time they do so online. You are required to send your monthly reports for the term, covering July 2007 till June 2008. The guidelines on how the reports would be marked, will be posted onto the website by the end of July 2007.

Please send a copy of your reports each to :

- 1) District Chairman for Leo Clubs (e-mail address: mail@leo308b2.org.my / leosecretariat@gmail.com)
- 2) Regional Committee Chairperson for Leo Clubs :-
RCC for Leo Clubs, Region 1 & 2 , Lion William Hoe (email: whck@yahoo.com)
RCC for Leo Clubs, Region 3 & 4 , Lion Chong Soon Huat (email: lionchong@pd.jaring.my)
RCC for Leo Clubs, Region 5 & 6 , Lion Alan Thoo Sy Kit (email: alanskthoo@yahoo.com)
RCC for Leo Clubs, Region 7 & 8 , Lion Jean Teoh (email: tsc@bkzbikerz.com)
- 3) Your Sponsoring Lions Club President
- 4) Your Leo Advisor
- 5) Your Alpha Leo Faculty Teacher Advisor (in printed/typed form), if you are an Alpha Leo Club.

For those clubs which still wish to send their reports via our Postal service, please use the following correspondence mailing address :

**DC for Leo Clubs,
Lion Ong Lai Peng ,
252, Jalan Selatan , Bukit Gelugor ,
11700 Gelugor Penang.
Email : dcleo@leo308b2.org.my / onglai22@gmail.com
H/P: 012-4788335 Fax : 604-6586113**

Please note the following important rules if you are sending by the Postal Service:

- 1) Please Do Not send your reports via Courier Service, Registered mail, or by P.O.S Laju. Only normal ordinary mail posting will be sufficient for your reports to be accepted.
- 2) You need Not send a reply slip for DC Lion Ong to acknowledge receiving your report.

All reports received via the internet system will be compiled and a summarised report will then be posted on the internet in the following month. If you have any queries or discrepancies, please send an email to mail@leo308b2.org.my / leosecretariat@gmail.com