

**2011-2012 100% SECRETARY'S AWARD**  
**(This is now just a District oriented award;**  
**100% Secretary's pin available for purchase by**  
**clubs from LCI)**

The Club President shall sign and certify that the below listed requirements for 100% Secretary Award have been met as listed in the 2011-2012 District 4L6 Directory. The certification must be approved by the club's Board of Directors and be approved by the Zone Chair and forwarded to the 2011-2012 Cabinet Secretary for verification and submission to the District Governor no later than September 1, 2012. If qualified, the recipient Secretary shall receive his/her award from the 2011-2012 District Governor no later than the 2nd District Cabinet Meeting in LY 2012-2013.

*The Contest period is from  
August 1 through May 31.*

Requirements which must be fulfilled:

1. The Club Secretary shall have submitted complete, accurate and timely Monthly Membership Reports (MMR) as follows:
  - a. Manually submitted MMR's shall have been postmarked no later than 20th of the month of the reporting period. Electronically filled MMR's must be submitted by the last day of the month of the reporting period.
  - b. Club membership data including gains, losses and totals shall be accurately tabulated and recorded.

- c. Complete data, including sponsor's name and membership number, shall be incorporated for each new member.
2. The Club Secretary shall meet all the requirements for 100% Attendance Award
3. The Club Secretary shall record, maintain and report accurate minutes of all Board of Directors and regular club meetings.
4. The Club Secretary shall have submitted complete and accurate Officer Reporting Forms (PU-101) for the Club, postmarked no later than May 15th
  - Additionally the Annual Activities Report (A-I) shall have been accurately completed and submitted not later than June 20 . These and such other reports as required by the District, MD-4 and International shall be submitted as required.
5. The club shall be in good standing with Lions Clubs International, Multiple District Four and District 4-L6.
6. The Club Secretary shall personally attend the Secretary's Workshop at the District Lions Learning Day.
7. The Club Secretary shall have attended at least two (2) Zone Meetings within his/her Zone during the year.
8. The Club Secretary shall have attended at least three (3) of the District Cabinet Meetings during the year.
9. The Club Secretary has prepared and helped with transition for the new Secretary.