



2017-2018 DISTRICT 5M2 LIONS / LIONESS / LEO CLUBS APPLICATION FOR 100% SECRETARY AWARD

In order to receive the 100% Secretary Award, each Club Secretary who has qualified must fill out this form and have it approved and signed by the Club President and by their Zone Chair. The completed form must be mailed to the 2017-2018 District Governor by July 15, 2018. Please keep a copy for your records.

(Club Name)

(Secretary Name)

TO QUALIFY, EIGHT (8) OF THE FOLLOWING NINE (9) MUST BE FULFILLED:

1. _____ Submitted all Membership Reports on MyLCI by the 1st of each month.
2. _____ Submitted all Service Activities Reports on MyLCI by the 1st of each month.
3. _____ Attended at least two (2) of the three (3) Zone Meetings
4. _____ Attended at least one (1) of the following:
 - a. _____ The 5M-2 Mid-Winter Convention
 - b. _____ 5M Multiple Convention
 - c. _____ Lions International Convention
 - d. _____ USA/Canada Lions Leadership Forum
5. _____ Reviewed/updated all club membership information on MyLCI
6. _____ Filed New Club Officers on MyLCI by May 1, 2018.
7. _____ Completed at least one (1) of the following
 - a. _____ District 5M2 Club Officer Training
 - b. _____ LCI Secretary Training PowerPoint Module
 - c. _____ LCI Secretary Webinar (live or recorded)
8. _____ Kept accurate minutes of all Board of Directors Meetings.
9. _____ Prepared this form, signed it, had it signed by the Club President and the Zone Chair, who is to mail or email it to the District Governor by July 15, 2018.

(Signed by Club Secretary)

(Approved by Club President)

SEND COMPLETED FORM TO:
District Governor 5M-2
Nancy Mathwig
PO Box 944
Arlington, MN 55307
nancy.mathwig@gmail.com

(Signed by Zone Chair)