

# District 5M-2 Application for 100% Secretary Award for 2012-2013

In order to receive the 100% Secretary Award, each Club Secretary who has qualified must complete this form legibly, have it approved and signed by the Club President and one of the proper District Officers. The completed form must be mailed by the Zone or Region Chairperson to IPDG Ron Dahlke by **August 31, 2013**.

\_\_\_\_\_  
(Club Name Printed)

\_\_\_\_\_  
(Secretary's Name Printed)

## TO QUALIFY, SEVEN (7) OF THE FOLLOWING NINE (9) ITEMS MUST BE FULFILLED:

- 1. Submitted all Monthly Membership Reports (WMMR) by the last date of the Report Month.
- 2. All Club dues to District 5M-2 and Lions International must have been paid by March 31, 2013, with no unpaid balance of over \$50.00 owed to Lions International as of June 30, 2013.
- 3. Attended at least of two (2) of the following three (3) Meetings or had a designated substitute attend. \_\_\_\_\_ Fall Region Mtg \_\_\_\_\_ Fall Zone Mtg \_\_\_\_\_ Spring Zone Mtg
- 4. Attended at least one (1) of the following:
  - A. USA/Canada Leadership Forum (September 13-15, 2012) @ Tampa Bay, FL
  - B. 5M-2 Mid-Winter Convention, (February 8-10, 2013) @ Mankato
  - C. 5M Multiple Convention, (May 3-5, 2013) @ Rochester
  - D. Lions International Convention, (July 5-9, 2013) @ Hamburg, Germany
- 5. Submitted the PU-101 Form to the District Governor on or prior to May 1, 2013.
- 6. Sponsored a new Lion Member into your Club from July 1, 2012 to June 30, 2013.  
New Member's Name \_\_\_\_\_ Date Joined \_\_\_\_\_
- 7. Read the M & A Report to the Club Members at the first meeting of each month.
- 8. Attended the Officer Training (COOL Event) **April 30, 2012** @ **Mankato (Not April, 2013, @ Nicollet)**
- 9. Have kept accurate minutes of all Club Meetings, Board of Director Meetings, Attendance records and Awards.

I certify that I have completed the items checked above.

\_\_\_\_\_  
(Secretary Signature)

Approved by Club President \_\_\_\_\_  
(President Name- Printed)

\_\_\_\_\_  
(President Signature)

\_\_\_\_\_  
(Signature of Region or Zone Chairperson)

who will mail this form to: IPDG Ron Dahlke  
308 20<sup>th</sup> Street West  
Glencoe, MN 55336