



## 2019-2020 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 2019-2020 District Governor Brian Thies by July 15, 2020. 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 one (1) of the three (3) Zone Meetings
4. \_\_\_\_ Attended at least one (1) of the following:
  - a. \_\_\_\_ The 5M2 Mid-Winter Convention
  - b. \_\_\_\_ MD5M 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, 2020
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 District Governor Brian by July 15, 2020.

\_\_\_\_\_  
(Signed by Club Secretary)

\_\_\_\_\_  
(Approved by Club President)

\_\_\_\_\_  
(Signed by Zone Chair)

### SEND COMPLETED FORM TO:

DG Brian Thies  
21515 371st Ave.  
Green Isle, MN 55338-2027  
roseco@frontiernet.net