

# DISTRICT 5M2 LIONS / LIONESSE / 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 or Region Chair. The completed form must be mailed to the District Governor by June 15, 2016. Please keep a copy for your records.

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

\_\_\_\_\_  
(Secretary Name)

**TO QUALIFY, EIGHT (8) OF THE FOLLOWING TEN (10) MUST BE FULFILLED:**

1. Submitted all Membership and Activities Reports (M & A's) by the 1st of each month.
2. All dues to the District and Lions International must have been paid by March 31, 2015, with no unpaid balance of over \$50.00 owed to the International Office.
3. Attended at least two (2) of the three (3) Zone/Region Meetings or had a designated substitute attend.
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. PU-101 Form must have been received by District Governor by May 1, 2015.
6. Sponsored a new Lion or Lioness into your club.
7. Attended the Club Officer Training
8. Kept accurate minutes of all Club Meetings and Board of Directors Meetings, Attendance records, and Awards and Sponsorship records.
9. Read M & A Report to the Club at first meeting of each month.
10. Prepared this form, signed it, had it signed by the Club President and the Zone or Region Chair, who is to mail it to the District Governor by June 15, 2016.

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

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

**SEND COMPLETED FORM TO:**

District Governor 5M-2  
Marvin Grim  
523 Skyview Ln  
Carver, MN 55315

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