Name of Lions Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To qualify, the Secretary shall fulfill at least 12 of the following 16 requirements.
* Submission deadline: January 31, 2024.
* Please **email** your form to Lion Tamarra Parker-Stephens at liontamarra@gmail.com.

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| 1 | All Monthly Membership Reports must be submitted in MyLCI by the 15th of the following month, including months the club does not meet. | |  |
| 2 |  | The Secretary shall personally attend at least two of the following: |  |
|  |  | a. Attend at least 2 zone advisory meetings (Feb., Aug., Nov.) |  |
|  |  | b. January 2024 Ohio Lions Winter Retreat |  |
|  |  | c. March 2023 District 13 OH7 Convention |  |
|  |  | d. May 2023 Ohio Lions State Convention |  |
|  |  | e. June 2023 Lions International Convention |  |
|  |  | f. September 2023 USA/Canada Lions Leadership Forum |  |
| 3 | Shall have attended the District 13 OH7 Leadership School in May 2023. | |  |
| 4 | All Club Activities must be reported each month in MyLion | |  |
| 5 | Report at least one major (at least ½ of the club membership participating) club Service project in MyLion. | |  |
| 6 | Report at least one major (at least ½ of the club membership participating) club Fundraising project in MyLion. | |  |
| 7 | Report all club contributions (see Humanitarian contest form) made between  January 16, 2023 and January 15, 2024 in MyLion. | |  |
| 8 | 2023-2024 Club Officers reported in MyLCI by May 15, 2023. | |  |
| 9 | Accurately maintain record of Club’s meetings in the form of minutes. | |  |
| 10 | Verify that contest requirements were met and submit forms to Contest Committee by deadline of January 31st. | |  |
| 11 | Shall provide Club Activity Report to Zone Chair Prior to each Quarterly Zone meetings (Feb., Aug., Nov.). | |  |
| 12 | Responds to correspondence and requests by any Cabinet member in a timely member. | |  |
| 13 | Verifies all compliance issues and records details in minutes. | |  |
| 14 | Record submission of Federal 990 or 990EZ to the IRS by annual due date appropriate, in club minutes. | |  |
| 15 | Ensures Club is fully incorporated by either verifying or completing process. | |  |
| 16 | The Secretary shall personally foster club morale and camaraderie. | |  |

Name and good Contact phone number of submitting Club Secretary:

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