

# 2023-2024 EXCELLENT SECRETARY AWARD (YELLOW 7 PIN)

Contest runs from January 16, 2023 to January 15, 2024.

Form must be submitted by Club Secretary no later than January 31, 2024.

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](mailto:liontamarra@gmail.com).

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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