

2024-2025 EXCELLENT SECRETARY AWARD (YELLOW 7 PIN)

Contest runs from January 16, 2024 to January 19, 2025.

Form must be submitted by Club Secretary no later than January 31, 2025.

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, 2025.
- Please **email** your form to Lion Cathy Dardis at CMRED2000@gmail.com.

1	All Monthly Membership Reports must be submitted in Lions Portal 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/Sep., Nov.)	
	b. January 2025 Ohio Lions Winter Retreat	
	c. March 2024 District 13 OH7 Convention	
	d. May 2024 Ohio Lions State Convention	
	e. June 2024 Lions International Convention	
	f. September 2024 USA/Canada Lions Leadership Forum	
3	Shall have attended a District 13 OH7 Leadership School in 2024.	
4	All Club Activities must be reported each month in Lions Portal	
5	Report at least one major (at least ½ of the club membership participating) club Service project in Lions Portal.	
6	Report at least one major (at least ½ of the club membership participating) club Fundraising project in Lions Portal.	
7	Report all club contributions (see Humanitarian contest form) made between January 16, 2024 and January 19, 2025 in Lions Portal.	
8	2024-2025 Club Officers reported in Lions Portal by May 15, 2024.	
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/Sep., Nov.).	
12	Responds to correspondence and requests by any Cabinet member in a timely manner.	
13	Verifies all compliance issues and records details in minutes.	
14	Record submission of Federal 990N 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:
