



**2016-2017
DISTRICT 35-O
100% Club Secretary
Award Application**

This form must be postmarked or emailed no later than July 10, 2017. Award will be presented, at the discretion of the District Governor, at the 2017-2018 Organization Meeting or the first District Meeting in 2017-2018.

SECRETARY _____

CLUB NAME _____

I certify that our club secretary met the following award criteria:

- 1. Monthly Membership Reports were entered into MyLCI for each month**
- 2. Monthly Activity Reports were entered into MyLCI for each month**
- 3. Secretary Attended Three (3) Zone Meetings**
One (1) Excused Absence will be allowed if Zone Chair is contacted before the Zone Meeting
- 4. Secretary Attended Four (4) District Meetings (Formerly known as Cabinet Meetings)**
One (1) Excused Absence will be allowed if Club President is advised before the District Meeting
- 5. Secretary Attended Club Secretary Training**
Credit can be given for attending training anytime between Jan. 1, 2016 and Nov. 30, 2016 at any location where Lions Club Secretary Training is held.
- 6. International, MD and District Dues were paid within 30 Days of billing .**
- 7. 2017 MD-35 Convention Voting Delegate Forms were submitted on time**
- 8. The PU101 for 2017-2018 officers was entered into MyLCI or postmarked by April 15, 2017. (The system allows changes after original entry if necessary.)**
- 9. A smooth transition of knowledge and records was made to the incoming 2017/2018 club secretary if applicable**
- 10. Secretary has followed the *Lions Code of Ethics* at all times and has been a key member of the club's leadership team and served his/her community.**

PRESIDENT 2016-2017 _____ **(Please Print Name)**

President's Signature _____ **Date** _____

**Send to: Lion B. Cheh, District Awards Chairperson
36 Kathy Drive, Ormond Beach,, FL 32176**

District 35-O Award Nomination Form