MULTIPLE DISTRICT 24
LIONS OF VIRGINIA
20___ - 20___ APPLICATION FOR THE 100% SECRETARY AWARD

Application is hereby made for the 100% Secretary Award for Lion _____,

of the _____, of Region_____, Zone_____, who has completed the
Club

requirements for the award as indicated below.

1. Served the full term of office or major portion thereof from July 1, _____ to June 30, _____.

2. Recorded minutes of all regular and all board meetings, as appropriate, and reflected the business transacted.

3. Record each member's Record of Service in the appropriate place on the Lion Portal for the club. _____.

4. Secretary attended one of the following (check one):
- **a. ___ Sub-District Secretaries and/or Treasurers School (No proxy)**
- **b. ___ Secretaries and/or Treasurers School at MD 24 State Convention (No proxy)**
- **c. ___ Alternate program approved by District Governor to include online Lions Portal training.**

5. All records have been transferred to the incoming Club Secretary for the next Lions year, and receipt of delivery has been obtained.

_____ _____
President's Signature Date

6. Report membership changes. Add new members and drop members as necessary in a timely manner.

7. The Officers submitted on the Lion Portal before May 15th.

8. The Treasurer or a proxy attended the District Fall Conference and one additional District meeting.

9. The State Achievement Award application was mailed to the District Governor, through the Zone Chairperson, within thirty days following the close of the LCI convention.

Items 1 through 9 were satisfactorily completed, and the secretary is recommended for the 100% Secretary Award.

_____ _____
Zone or Region Chairman's Signature District Governor's Signature

Note: Applications must be submitted to the Zone Chair or District Governor by August 24 of the reporting year.

According to the 100% Secretary Award rules, a receipt must accompany the application for the award showing delivery of club records to the new club secretary. The incoming club secretary must sign this receipt. If the application for the award is for a secretary who is succeeding him/herself, then the incoming president must certify, by affixing his/her signature in the space provided below, that the repeating secretary has the records in his/her possession.

Received from _____ Club Name _____
Name of Outgoing Secretary

Signed _____ _____
Incoming Secretary Date

Certified _____ _____
Incoming President Date

NOTE: Applications must be received by the Zone Chair or District Governor by August 24 of the reporting year.

(Revised June 2025)