

Application for 100% Secretary Award

Fiscal Year ending June 30th, _____

In order for the Lions Secretary to receive this award, this form must be completed, signed by the appropriate people and sent to the District Governor by May 15th of the Lions Year. The Governor, upon his approval of this application, will send the 100% Lion Secretary Award to the Incoming President for presentation.

Lions Club _____

Secretary's Name _____

Incoming President's Name _____

Address _____

___ 1. Secretary must submit a Membership and Activities Report every month to:

- a) Lions International (WMMR)
- b) The District Governor
- c) The Region Chair
- d) The Zone Chair

___ 2. All twelve monthly M & A's must be accounted for during the year

___ 3. M & A reports must be completed correctly and received by the District Governor by the 5th of the following month.

___ 4. Form PU 101 with the names, addresses, telephone numbers, etc. of the newly elected President, Secretary, Treasurer and Membership Chair must be properly completed and received by the International Office by May 26th.

___ 5. The Secretary must have attended, in person, at least two Zone Advisory Meetings of the clubs Zone

___ 6. The Secretary must have attended either the District A3 or MDA Convention or alternatively, the School for Incoming Officers, during the term of office.

___ 7. The names of the incoming Club President, 1st Vice President, Treasurer, Secretary, Membership Chair and Bulletin Editor must be sent to the District Governor –elect as soon as possible after the club elections.

Signed _____
Lions Club Secretary

Verified by _____
Lions Club President

Approved by _____
District Governor

Date _____.