



## 100% Secretary/Treasurer Award Application

Club Name

Date

Secretary Name

Treasurer's Name

# For Lions District E2

**Requirements:** Please confirm completion by checking the boxes and supplying requested information

1 ☐ Club compliance with the LCI Constitution and By-laws and Policies of LCI Board of Directors.

2 **Secretary and Treasurer must each attend at least 2 zone meetings:**

|                           |                      | Secretary                | Treasurer                |
|---------------------------|----------------------|--------------------------|--------------------------|
| <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1st Zone meeting location | Date                 |                          |                          |
| <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2nd Zone meeting location | Date                 |                          |                          |
| <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3rd Zone meeting location | Date                 |                          |                          |
| <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Zone meetings  | Date                 |                          |                          |

3 **Secretary must complete the following:**

- ☐ Add the new Club Officers to Lion Portal by April 15, current year
- ☐ Attend District training or Complete Secretary training online (LEARN) (enter year) \_\_\_\_\_
- ☐ Complete Service Reporting (no later than July 15th)
- ☐ Keep membership up to date in Portal
- ☐ Attend a District, State, or International Convention prior to or during your Secretary term of office

4 **Treasurer must complete the following:**

- ☐ Pay State and District dues on-time (within 4 weeks after invoice received)
- ☐ Pay International dues on-time (within 4 weeks after invoice received)
- ☐ Pay LCI Club balances in a timely manner (within LCI grace period to avoid financial suspension)
- ☐ No unpaid club balances to LCI as of June 30 this fiscal year
- ☐ Attend District training or Complete Treasurer training online (LEARN) (enter year) \_\_\_\_\_
- ☐ Attend a District, State, or International Convention prior to or during your Treasurer term of office

Your 100% award application must be submitted by your Club President to your Zone Chairperson not later than one month after the completion of your year as Secretary or Treasurer. The FVDG and ZC will determine eligibility based on the application and information received from reports submitted. Exceptions beyond the control of the Secretary/Treasurer/Club will be approved by the District Governor on a case-by-case basis.

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zone Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Vice District Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Governor

\_\_\_\_\_  
Date