



## 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 style="width: 100%; height: 20px;" type="text"/> 1st Zone meeting location	<input style="width: 100%; height: 20px;" type="text"/> Date	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> 2nd Zone meeting location	<input style="width: 100%; height: 20px;" type="text"/> Date	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> 3rd Zone meeting location	<input style="width: 100%; height: 20px;" type="text"/> Date	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Additional Zone meetings	<input style="width: 100%; height: 20px;" type="text"/> Date	<input type="checkbox"/>	<input type="checkbox"/>

3 **Secretary must complete the following:**

- Add the new Club Officers to Lion Portal by April 15, current year
- Attend District training for Secretary (enter year) \_\_\_\_\_ (must be 2024 or after)
- 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 for Treasurer (enter year) \_\_\_\_\_ (must be 2024 or after)
- 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.**

<div style="display: flex; justify-content: space-between;"> <span>Club President</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Zone Chair</span> <span>Date</span> </div>
<div style="display: flex; justify-content: space-between;"> <span>First Vice District Governor</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>District Governor</span> <span>Date</span> </div>