

DISTRICT 11-B2
100% Secretary's Award Application

WE, THE BOARD OF DIRECTORS, for the _____

LIONS CLUB certify that our Club Secretary, _____

Duly preformed all his/her duties to and for our Club diligently and devotedly throughout
His/her term of office during this current service year.

All requirements for this recognition have been met and our club is in good standing.

Therefore we, proudly endorse Lion _____

To receive the 100% Secretary's Award at Fall Conference.

Club President

Board Member

Date Submitted

100% Secretary's Award Criteria

A 100% Secretary's Award will be presented to club secretaries who complete all six requirements listed below. Each requirement must be indicated on the activities report at the time of their completion.

- All membership reports electronically submitted or postmarked by the last day of each month.
- Completed PU 101 form (New Officer's reporting form) electronically submitted by April 15th or postmarked no later than April 30th.
- Attend at least two of the club's Zone or Region meetings.
- Participate in one club service project and one club fundraiser.
- Register and attend at least two of the following:
 - Fall Conference
 - MI Forum
 - District Convention
 - Multiple District Convention
 - Officer Training Session
 - International Convention

Club secretaries eligible for this award must be certified by their Club's Board of Directors. The letter (on reverse side) must be received by the District Governor, postmarked (or submitted electronically) no later than September 1st