

Requirements for 100% Secretary's Award

1. All membership reports must be mailed in sufficient time in order to reach Lions International by the 10th of the following month.
2. All district/state and international dues and all club supply billings been given to the treasurer for payment.
3. There must be no club indebtedness owed to Lions International or the district which would make club delegates ineligible to vote at the district, state or international conventions.
4. The PU-101 form must be properly filled out showing the newly elected president, secretary and treasurer and must be completed as required and submitted no later than April 30 to Lions International and the district governor.
5. All delegate forms and cards must be completed and submitted to the State Office by April 30 for the state convention.
6. The secretary must have attended at least two zone meetings.
7. The secretary must have attended either a district officer training seminar or attended this year's district convention.
8. The club secretary must be recommended for this award by the president and the zone chairman with final approval by the district governor.
9. Any of the above criteria may be waived by the district governor if he is advised of conditions which exist beyond the control of the secretary.
10. Application for this award must be submitted to the district governor, via the zone chairman, no later than 30 days following the close of the International Convention.

I certify that Secretary _____ of the

_____ Lions Club has complied with the above requirements and is entitled to this award.

Club President

Date

Zone Chairman

Date

Approval - District Governor

Date

Mail this form to your zone chairman within 30 of the close of the International Convention.