APPLICATION FOR 100% SECRETARY'S AWARD

The 100% Secretary's Award is a District-endorsed award and the Secretary must be recommended to the District Governor of the relevant year by the President of that Lions year (July to June) for which the award applies.

All Club Presidents who consider that their Club Secretary has performed their duties with excellence and who have satisfied the minimum requirements listed below, are invited to apply for the 100% Secretary's Award for presentation to the Secretary.

If approved by the District Governor, the cost of the Award will be charged to the club account and forwarded by the Club Supplies department at the MD Newcastle office.

NOTE - this application must be received by the Cabinet Secretary of the year concerned by 31st July, immediately following the year's close.

The Secretary must have satisfied the following:

1 The following returns must have been lodged with the Cabinet Secretary on time-

Please answer YES or NO

> all monthly MMR or M & A reports, or WMMR completed on time	
> District Convention returns for delegates and memorial names	
> MD Convention return forms for delegates and memorial names	
> PU101 forms (Incoming Club Officers)	
2 The Secretary MUST have attended at least two of the District Governor's Advisory Meetings in their zone. Dates were ……..&……..	

3 DID YOUR SECRETARY:

> regularly attend club and board meetings?	
> regularly report correspondence to club/board?	
> record and present minutes of meetings for approval?	
> attend the previous Incoming Officer's Seminar?	

NAME OF CLUB Lions / Lioness Club of

NAME OF SECRETARY Year 20 - 20 .

Recommendation:

I recommend that the District Governor approve the 100% Secretary's Award for the above-named Lion / Lioness, and understand that, if granted, the cost of the award will be charged to the Club's account.

Signed by Club President: Name: Signature:

(THIS MUST BE SENT TO THE OUTGOING CABINET SECRETARY BY 31st JULY)

Date received by Cabinet Secretary: Complies / Non-complying

District Governor Approval: Date: