

100% CLUB SECRETARY

REQUIREMENTS

The application for this award should be completed by the Club Secretary and approved by the proper District Officers. The completed form must be mailed to the International Office within thirty (30) days following the International Convention.

1. Monthly Membership Reports (MMR's) mailed to the District Governor and post marked no later than the third (3rd) of the month. This requirement begins with the August MMR Report. (Example: August MMR Report must be postmarked prior to September 4.)
2. Must have sponsored one (1) new member during the year or the club must meet the District Governor's membership goal.
3. All accounts paid when due to Lions International and District and reported on MMR Report for the month in which it was paid.
4. Attend all three (3) Zone Meetings. Authorized substitute may attend one (1) Zone Meeting in your place.
5. Attend all Cabinet Meetings, Mid-Winter Conference, and the District Convention. An authorized substitute may attend one (1) in your place.
6. File your Club IRS-990 form on or before October 31, and report same on the October MMR Report.
7. Complete and mail PU-101 forms to International and District prior to April 15th.
8. Be recommended for the award by your Club President and your Zone Chairman by letter to the Cabinet Secretary.