



District 5-SE Application 100% Secretary's Award

1. In order to receive the 100% Secretary's Award, the club secretary must fill out this form and have it approved by his/her club president. Complete and mail it to the Immediate Past District Governor by July 15. Date submitted:

2. The award will be presented at the 5-SE Fall Forum annual district meeting to:

Lions Club Name: _____

Name of club secretary: _____

Club Secretary mailing address _____

3. The following must be fulfilled in order to qualify for the award:

a) All twelve (12) membership and club activities reports must be submitted before the last day of each month through the MyLCI website.

b) All club accounts for the year must have been paid on time including the district and Lions Clubs International dues.

c) The secretary must have attended at least two of the three zone meetings:

1. 1st Zone Meeting-location and date _____

2. 2nd Zone Meeting-location and date _____

3. 3rd Zone Meeting-location and date _____

d) Attended at least one of the five following conventions during the fiscal year(note dates):

1. District 5-SE Fall Forum
2. South Dakota Lions State Convention
3. MD5 Multiple District Convention
4. Lions International Convention
5. USA/Canada Leadership Forum

e) Before April 30 of the year, update the next year club officer information through the MyLCI website (formerly known as the PU101 form).

I certify that the above requirements have been met.

Signature of secretary to receive award:

Date:

Signature of Club President for approval:

Date:

Mail to: Immediate Past District Governor (District Governor during fiscal year for award)

Signature of District Governor:

Date:

Last revision: September 2016