

DISTRICT 4-C5 CONTESTS AND AWARDS

100% CLUB SECRETARY AWARD

CONTEST PERIOD: JULY 1, 2017 through MARCH 31, 2018

CHAIR: CS Kitty Kramer **Email:** cs@district4c5.org

1. Recommendation by the Club President based upon performance, to include submission of MMR & Activity Reports that are accurate, complete and on time, to International, District Governor, Region Chairperson and Zone Chairperson; complete and accurate members accounts and record books, submitting applications for awards to District and International preparing minutes of meetings and prompt payment of MD-4 and International dues and fees, if such is within his or her jurisdiction.
2. Perfect Club attendance or make-up of absences according to the rules.
3. Attendance at each Zone Advisory Meeting, Cabinet Meeting and School of Instruction for Secretaries. The Club Secretary may be excused from one meeting for a valid reason, if represented by a Vice President. **Only** the Governor may excuse the Lion from the School of Instruction.
4. MMR & Activity Reports electronically transmitted or postmarked before the 1st of each month.
5. Timely submission of Form PU 101 to the District and Lions International prior to April 15.

The Club President or Board of Directors applies for this award no later than June 30, using the form provided by the Cabinet Secretary, through and with, the approval of the Zone or Region Chairperson.

100% Secretary Award Form available on line at: www.district4c5.net

The award shall be presented at the Cabinet Appreciation Dinner.

NOTE: There is also a 100% Secretary Award from Lions International issued by request and compliance with rules established by the District Governor.