

## DISTRICT 4C5 CONTESTS AND AWARDS

### 100% SECRETARY AWARD FORM

**CONTEST PERIOD:** July 1, 2017 through March 31, 2018

**SUBMISSION DEADLINE:** June 30, 2018

**CONTEST CHAIR:** Cabinet Secretary Kitty Kramer  
Email: cs@district4c5.org  
Phone: (530) 662-3896

The Club President or Board of Directors applies for this award, no later than June 30, 2018 using the form provided by the Contest Chairperson, through and with the approval of the Zone or Region Chairperson.

The award shall be presented at District Governor Nick McNicholas' Appreciation Event.

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

#### CRITERIA:

1. Recommendation by the Club President based upon performance to include submission of MMRs & 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 can excuse the Secretary from the School of Instruction.
4. MMRs and Activity Reports are electronically transmitted or postmarked **before the first of each month.**
5. Timely submission of Form PU 101 (New Club Officers) to the District and Lions Clubs International by April 15, 2018.

# 100% SECRETARY AWARD

SECRETARY'S NAME: \_\_\_\_\_

CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_

**Submission must be verified and made by the Club President or a majority of the Board of Directors AND the Region Chair or Zone Chair. (By signing, you are verifying the Club Secretary qualifies for this award.)**

Signature of Club President: \_\_\_\_\_

## **OR**

Majority of Board of Directors

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Office: \_\_\_\_\_

## **SIGNATURE OF ZONE OR REGION CHAIR:**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Comments or explanations: