



Lions Clubs International - District 2-X1 (2008-09)



District Governor's 100% SECRETARY AWARD

The District Governor will present the "100% Secretary Award" to qualified Club Secretaries in appreciation of the special efforts made by the Club Secretary 2008-09. In order to be considered for this very important award, also linked for the "100% Club Award", the club secretary (2008-2009) is required to submit this form, duly completed, to the District Governor (2008-2009) on or before 31^s July 2009. Qualified Secretaries will be honored with the Award at the following Mid-Winter Conference of the District 2-X1.

Name of the Club Secretary (2008-2009)

Name of the Lions Club

Zone #

REQUIREMENTS: Please **confirm completion** by checking the boxes and supplying the requested information.

- 1 The Club Secretary has furthered and promoted the District Governor's Goal for 2008-09 and adhered to Lions Clubs International's Constitution and Bylaws and its policies.
- 2 The Club Secretary attended the Officers' Training conducted by the District 2-X1 on 7th June 2008.
- 3 The Club Secretary attended-
 - Zone Meetings (on _____) of the above Zone. Authorized substitute may attend one of these three meetings in place of the Secretary. (Verified by Zone Chair _____)
Signature of Zone Chair
 - Mid-Winter Conference of the District 2X1 on _____.
 - 2-X1 District Convention on _____
- 4 Monthly Membership Report (WMMR or MMR) submitted in time to LCI and copy thereof sent to the Cabinet Secretary before the end of every month.
- 5 Monthly Membership Report details are read at the Club's next meeting (Board or Regular).
- 6 Club's **Monthly Activity** Report, with details of all club-activities and confirming the reading of MMR details, is submitted to the Cabinet Secretary no later than the fifth (5th) working day of the following month.
- 7 Club's **Annual Activity** Report (LCI Form A-1) is submitted to Lions International and IPDG by July 15, 2009.
- 8 No unpaid balance over \$50 and over 30 days old is owed to Lions Clubs International, State or District 2-X1 as of March 31, 2009.
- 9 IRS Form 990 (or E-Postcard) is submitted by November 15, 2008 and a copy of the Compilation Report for the year 2007-08 is sent to the District Finance Chair and District Governor by Nov 30, 2008.
- 10 PU-101 Form for "2009-2010 Club Officers" has been submitted to Lions Clubs International, District Governor and Vice District Governor by April 15, 2009.

I certify that the above statements are true.

Verified the above statements and I recommend for the Award

(Signature of the Club Secretary 2008-2009)

(Signature & Date of the Club President or Zone Chairperson)

To be completed by the District Governor

Forwarded to Cabinet Secretary of 2008-2009 on _____ for verification and submission to IPDG.

District Governor: _____