



**DISTRICT 20-N
APPLICATION FOR 100% SECRETARY AWARD
2008-2009**

Club Secretaries are encouraged to always strive for excellence in the performance of their duties. For the 2008-2009 Lions Year, all Club Secretaries who meet the following minimum requirements and submit a completed copy of this form to District Governor James Muscoreil by July 31st, 2009 will be formally recognized for their accomplishments during the 2009-2010 Lion's Year.

MINIMUM REQUIREMENTS

1. Submit all Monthly Membership Reports by the 20th of each Month if sent by mail, or by the end of each month if electronically, to Lions Clubs International, the Cabinet Secretary and Region and Zone Chairs. (July and August Reports may be included with the September Report).
2. Submit Convention (Lions Club International and MD-20) delegate registrations by the required dates.
3. Submit the PU-101 forms reporting incoming Club Officers by April 15th, 2009 to LCI and the incoming District Governor.
4. Submit the Lions Clubs International Annual Activity Report by 7/15/2009 to LCI and the District Governor.
5. Attend at least two Advisory Committee Meetings (ACM) or one ACM and a District Lions Leadership Training Program.
6. Attend two Cabinet Meetings, or a Cabinet Meeting and one Lions Convention/Leadership Forum (MD-20, LCI USA/Canada Forum).
7. Participate in at least one club service and one club fundraising activity.
8. Maintain accurate Club meeting and attendance records.

Club President's Signature _____ Date _____

Region or Zone Chair Signature _____ Date _____

Secretary's Signature _____ Date _____

Club Name _____