



**DISTRICT 20-N  
APPLICATION FOR 100% SECRETARY AWARD  
2010-2011**

Club Secretaries are encouraged to always strive for excellence in the performance of their duties. For the 2010-2011 Lions Year, all Club Secretaries who meet the following minimum requirements and submit a completed copy of this form to District Governor Gary Carini by July 31<sup>st</sup>, 2011 will be formally recognized for their accomplishments during the 2011-2012 Lion's Year.

**MINIMUM REQUIREMENTS**

1.  Submit all Monthly Membership Reports by the 20<sup>th</sup> 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 15<sup>th</sup>, 2011 to LCI and the incoming District Governor.
4.  Submit the Lions Clubs International Annual Activity Report by 7/15/2011 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 \_\_\_\_\_