RULES FOR 100% SECRETARY'S AWARD
DISTRICT 20-Y2 2009 - 2010

* MUST BE AN ELECTED OR APPOINTED CLUB SECRETARY

* MUST BE RECOMMENDED BY YOUR CLUB PRESIDENT

* ALL MEMBERSHIP AND ACTIVITIES REPORTS MUST BE POSTMARKED BY THE 3RD OF THE FOLLOWING MONTH

* MUST ATTEND THREE OF THE FOUR SCHEDULED ZONE MEETINGS (TWO IF ONLY THREE ARE SCHEDULED)

* RECORD ALL MINUTES FOR CLUB, BOARD AND SPECIAL MEETINGS

* EARN 100% ATTENDANCE AWARD FOR THE YEAR AS SECRETARY

* KEEP ACCURATE ATTENDANCE RECORDS

* SUBMIT ALL PU101 FORMS BY APRIL l5

• MUST SUBMIT CONVENTION (INTERNATIONAL & MULTIPLE DISTRICT) VOTING AUTHORIZATIONS BY MAY 1

* APPLICATION MUST BE RECEIVED BY THE DISTRICT GOVERNOR WITHIN 30 DAYS FOLLOWING THE INTERNATIONAL CONVENTION

I, _____ certify that _____

(President) (Secretary)

Secretary of the _____ Lions Club, has met the above criteria and that he/she should receive the 100% Secretary's Award for _____

(Year)

Signed: _____

(Club President)

Date: _____