**District 13-B**

**100% Secretary’s Award Application**

**2015-2016**

All information will be taken and verified from the 2015-2016 Monthly Club Activity Reports. The Club President will initiate the form, sign it, and forward it to the Zone Chair no later than June 15, 2016. The Zone Chair will verify and sign the form and forward it to the District Governor.

 ***Lions Club* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_1. PU 101 form (Officer reporting) submitted no later than May 1, 2016.

* \_\_\_\_\_2. All payments to LCI are current (paid within 30 days.)
* \_\_\_\_\_***3. Eight of the following 11 requirements must be met to qualify:***
* \_\_\_\_\_\_a) Attend the District Leadership School
* \_\_\_\_\_  b) Attend at least 2 Zone Advisory meetings
* \_\_\_\_\_  c) Attend the Ohio Lions Winter Retreat
* \_\_\_\_\_  d) Attend a district, state or international convention
* \_\_\_\_\_  e) 100% attendance for the year
* \_\_\_\_\_  f) Report a major service activity
* \_\_\_\_\_  g) Report a major fundraising activity

 \_\_\_\_\_\_h) Report club’s contributions to all state projects & LCI by 3rd Zone Meeting

 \_\_\_\_\_\_ i) Sponsor a new member

 \_\_\_\_\_\_ j) All International Membership & Activity Reports submitted by 20th of month.

 \_\_\_\_\_\_k) Quarterly Zone reports filed in a timely manner

***The Club President should initiate 100% Secretary Award form.***

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Club President Zone Chairman

*Note: Zone Chairman, please forward to DG Carolyn Brook.*