

**OHIO LIONS
DISTRICT 13-OH2
2017-2018 100% SECRETARY AWARD**

INSTRUCTIONS

All information will be taken and verified from the 2017-2018 Monthly Club Activity Reports. The Club President will initiate the form, sign it, and forward it to the Zone Chairperson no later than June 15, 2018. The Zone Chairperson will verify and sign the form, and forward it to the District Governor.

1. ___ PU 101 forms (Officer reporting) submitted online no later than May 1, 2018.
2. ___ All payments to Lions Clubs International 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 District, State, or International Convention.
 - e. ___ 100% Attendance for the year.
 - f. ___ Report a major service activity.
 - g. ___ Report a major fund raising activity.
 - h. ___ Report club's contribution to all State projects by the 3rd zone meeting.
 - i. ___ Sponsor a new member
 - j. ___ All International Membership and Activity reports submitted by the end of the month.
 - k. ___ Quarterly Zone reports filed in a timely manner.
4. ___ Club President should initiate the 100% Secretary Award form.

CLUB _____

SECRETARY _____

CERTIFICATION:

CLUB PRESIDENT _____ DATE _____

ZONE CHAIRPERSON _____ DATE _____