

# DISTRICT 13 OH2

## 2023-2024 100% SECRETARY AWARD

### INSTRUCTIONS

All information will be taken and verified from the 2023-2024 Monthly Club Activity Reports as submitted on MyLion. The Club President will initiate the form, sign it, and forward it to the Zone Chairperson no later than June 15, 2024. 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, 2024.
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 Online Leadership School.
  - b. \_\_\_ Attend at least 2 Zone Advisory Meetings.
  - c. \_\_\_ Attend the Ohio Lions Winter Retreat or USA/Canada Forum
  - 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 3<sup>rd</sup> zone meeting.
  - i. \_\_\_ Sponsor a new member
  - j. \_\_\_ All International Membership and Activity reports submitted by the end of the month (on mylci or MyLion).
  - k. \_\_\_ Quarterly Zone reports submitted in a timely manner.
4. \_\_\_ Club President should initiate the 100% Secretary Award form.

CLUB \_\_\_\_\_

SECRETARY \_\_\_\_\_

### CERTIFICATION:

CLUB PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

ZONE CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_