**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.

1. \_\_\_\_All payments to Lions Clubs International are current (paid within 30 days)
2. Eight of the following 11 requirements must be met to qualify:
	1. \_\_\_\_Attend the District Online Leadership School.
	2. \_\_\_\_Attend at least 2 Zone Advisory Meetings.
	3. \_\_\_\_Attend the Ohio Lions Winter Retreat or USA/Canada Forum
	4. \_\_\_\_Attend District, State, or International Convention.
	5. \_\_\_\_100% Attendance for the year.
	6. \_\_\_\_Report a major service activity.
	7. \_\_\_\_Report a major fund raising activity.
	8. \_\_\_\_Report club’s contribution to all State projects by the 3rd zone meeting.
	9. \_\_\_\_Sponsor a new member
	10. \_\_\_\_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\_\_\_\_\_\_\_\_\_\_