

**OHIO LIONS  
DISTRICT 13 OH2  
2025-2026 100% SECRETARY AWARD**

**INSTRUCTIONS**

**All information will be taken and verified from the 2025-2026 Monthly Club Activity Reports as submitted on the Lion Portal. The Club President will initiate the form, sign it, and forward it to the Zone Chairperson no later than June 15, 2026. The Zone Chairperson will verify and sign the form, and forward it to the District Governor.**

1. \_\_\_\_ New Officer reporting submitted online no later than May 15, 2025.
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 the Lion Portal).
  - k. \_\_\_\_ Quarterly Zone reports submitted in a timely manner.
4. \_\_\_\_ Club President should complete and submit the 100% Secretary Award form.

CLUB \_\_\_\_\_

SECRETARY \_\_\_\_\_

**CERTIFICATION:**

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

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