

**APPLICATION FOR 100% SECRETARY'S AWARD 2008 – 2009**

\_\_\_\_\_  
Club Name

\_\_\_\_\_  
District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary's Name

\_\_\_\_\_  
Club Address, City, State, Zip

THE FOLLOWING MUST BE FULFILLED:

1. Attend at least two (2) Zone Advisory Meetings in person and must have been represented at all other such meetings held in the zone.
2. Attendance at one (1) District Cabinet meeting
3. Attendance at the District Convention
4. The Monthly Member Report (MMR) promptly reported at the end of each month in time to reach Lions International, Cabinet Secretary, Vice district Governor, Region Chairman, and Zone Chairman by the 5<sup>th</sup> of the following month. (Should be mailed at least by the 1<sup>st</sup> of the month.)
5. Activities of the club carefully written and reported (type of service projects, man-hours, monies spent, etc.) as well as fund raising projects (type, man-hours, NET amount raised, etc.)
6. Full information relative to new members, including sponsor's name, and full information regarding members dropped.
7. Attendance figures properly reported. Semi-annual billing from Lions International for dues paid by September 1<sup>st</sup> and March 1<sup>st</sup>.
8. Semi-annual billing from MD-4 for dues paid by November 1<sup>st</sup> and March 1<sup>st</sup>.
9. PU-101 must be filed by April 30<sup>th</sup>.
10. 100% perfect attendance for the year., The period covered by the above requirements will be that covered on the July through June MMR reports of the current year.

\_\_\_\_\_  
Approved by Region or Zone Chairman

\_\_\_\_\_  
Signature of Club President

Date \_\_\_\_\_

