

100% Secretary Award District 17-I

The following are the requirements to earn the Club 100% Secretary Award.

1. Submit all MMR (Monthly Membership Reports) Reports accurately using one of the following formats:
 - The **paper version** of the Monthly Membership Report must be **received** at Lions Clubs International by the **20th of the current month**.
 - **Electronically** submitted Monthly Membership Reports must be filed by 12:00 am Central Standard Time, by the **last day of the current month**.
2. Submit Club Activity Report by the 5th of the following month to the District Governor, both Vice District Governors, Zone Chair, and Webmaster.
3. PU 101 forms must be submitted by May 1, 2011 to Lions Clubs International and the District Governor.
4. All club dues must be paid within 60 days of billing.
5. All accounts with Lions International must be paid within 30 days of billing.
6. Attendance is required at the MD 17-I District Convention
7. Attendance is required at the following:

a. Two Zone Meetings

Date: _____

Date: _____

b. Two District Cabinet Meetings or other District Training Programs

Date: _____

Date: _____

8. Attendance is required at one of the following:

a. USA/Canada Forum - Date _____

b. International Convention - Date _____

c. Mid-Winter Rally - Date _____

d. State Council Meeting - Date _____

e. State Convention - Date _____

(In the event of an emergency, the DG will consider other attendance options.)

**Note: All above requirements must be completed during the 2010-2011 club year.
All applications must be received by June 30, 2011.**

Send the application to:

District Governor
Marilyn Sorenson
1040 Union Road
Scandia KS 66966

Club Name _____

Secretary's Signature _____

President's Signature _____