

LIONS CLUBS INTERNATIONAL  
DISTRICT 5M6  
APPLICATION FOR 100% SECRETARY AWARD  
2011-2012

CLUB	DATE
SECRETARY'S NAME	PHONE
ADDRESS	CITY

**TO QUALIFY, THE SECRETARY MUST HAVE COMPLETED NINE OF THE TWELVE FOLLOWING ITEMS. CHECK EACH ITEM COMPLETED.**

- 1. Submit all M&A reports (C-23-A/5M6 Activities report) by the 5<sup>th</sup> of each following month to LCI and the District Governor.
- 2. PU101 Form for 2012-2013 club year must be received by the District Governor by May 1, 2012.
- 3. All District 5M6 and Lions International dues must have been paid by March 31, 2012 with no unpaid balance over \$50 owed to International. This applies if Secretary and Treasurer are one position.
- 4. Maintain and keep accurate records of all club meetings, attendance records, awards and sponsorship records.
- 5. Attend 2012 Spring School of Instruction.
- 6. Attend two of the three meetings: \_\_\_ August All District, \_\_\_ Fall Zone, \_\_\_ Spring Zone.
- 7. Attend one of the following: \_\_\_ 5M6 Mid-Winter Convention, \_\_\_ 5M Multiple Conventions, \_\_\_ Lions International Convention, \_\_\_ USA/Canada Forum.
- 8. Sponsor a new Lion: \_\_\_\_\_  
Name
- 9. Handle all club correspondence in an effective and quick manner.
- 10. Arrange for induction ceremony for new Lions members.
- 11. Submit a short article on a club project for the District Governor's newsletter.
- 12. Submit your Clubs Activities Report on line by July 1, 2012. Send a copy to DG.

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Club President's Signature

**MAIL ONE COPY TO YOUR ZONE CHAIR AND ONE COPY TO THE DISTRICT GOVERNOR, Carol Farley, 1835 5<sup>th</sup> Street, White Bear Lake, MN 55110, BY JULY 15, 2012.**