

~ District 5M1 Lions Clubs ~
Application for 100% Secretary's Award

In order to receive the 100% Secretary's Award, each Club Secretary who has qualified must fill out this form and have it approved and signed by the Club President and the Region chair. The completed form must be mailed to *District Governor Joe Schlichenmeyer by August 31, 2012.*

_____ (Club Name) _____ (Date)

_____ (Secretary's Name) _____ (Secretary's Address)

Nine (9) of the following ten (10) qualifications must be fulfilled:

- _____ 1. Must have submitted all monthly Membership Reports, with 11 of 12 submitted by the 1st of the following Month (submissions may be made either hard copy or online).
- _____ 2. Must have submitted all monthly Activities Reports, with 11 of 12 submitted by the 1st of the following Month (submissions may be made either hard copy or online).
- _____ 3. All dues to the District and Lions International must have been paid by March 31, with no unpaid balance of over \$50.00 owed to the International Office.
- _____ 4. Has attended at least two (2) of the three (3) Zone Meetings or had a designated Substitute Attending.
- _____ 5. Has attended at least one (1) of the following:
 - _____ a. The 5M1 Mid-Winter Convention
 - _____ b. 5M Multiple Convention
 - _____ c. Lions International Convention
 - _____ d. USA/Canada Lions Forum
 - _____ e. 5M1 Leadership Forum
- _____ 6. PU101 Form must have been received by District Governor by May 1.
- _____ 7. Sponsored a new Lion into your Club.
- _____ 8. Attended the 5M1 School of Instruction (New Officer's Training).
- _____ 9. Have kept accurate minutes of all Club Meetings, Board of Directors Meetings, Attendance records, Awards and Sponsorship records.
- _____ 10. Prepared this form, signed it, had it signed by the Club President and the Region Chair who is to mail it to *District Governor Joe Schlichenmeyer by August 31, 2012*

_____ Approved by _____
(Club Secretary Signature) (Club President's Signature)

Mail Completed form to:
Joe Schlichenmeyer, 1242 Morse Ave, St Charles, MN 55972