

**Lions Clubs International**  
**District 5M-7**  
**Applications for 100% Secretary Award**  
**2009 – 2010**

To receive the 100% Secretary Award, this form must be completed, signed and sent to District Governor Clay O’Flanagan on or before July 1, 2010. The Club President, Secretary and either Zone or Region chair must sign.

_____ Club Name	_____ Date
_____ Secretary’s Name	_____ Secretary’s Address

**To qualify, the Secretary must have completed nine of the following ten items:**  
**Check each item completed.**

1. Must have submitted all membership and activity reports by the last day of each month.
2. PU101 form must have been received by the District Governor not later than May 1<sup>st</sup>.
3. All Dues to District 5M-7 and to Lions Internationals must have been paid by March 31, 2010, with no unpaid balance over \$50.00 owed to Lions International.
4. Maintained and kept accurate minutes of all Club meetings, attendance records and awards and sponsorship records.
5. Attended Spring School of Instruction in spring of 2009.
6. Attended two of the three Zone meetings (1<sup>st</sup>) \_\_\_\_\_ (2<sup>ND</sup>) \_\_\_\_\_ (3<sup>rd</sup>) \_\_\_\_\_, check which ones.
7. Attended one of the following: (A) 5M-7 Mid-Winter Convention, (B) Multiple District 5M Convention, (C) Lions International Convention, (D) USA/Canada Forum.
8. Sponsored a new Lion into your Club. Name \_\_\_\_\_
9. Effectively and quickly handled all Club correspondence.
10. Arranged for the induction ceremony for all new Lions Club Members.

\_\_\_\_\_  
Signed by Club Secretary

**Return form by  
July 1<sup>st</sup>, 2010 to:  
District 5M-7  
Governor  
Lion Clay O’Flanagan**

\_\_\_\_\_  
Signed by Club President

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Signed by Region/Zone Chair