

Section 11 - 100% Secretary Award

A) Purpose: To encourage the Secretary to strive to complete all club duties in an exemplary manner and to attend activities at the Zone, Region, and District levels. Help the Club attain the Region Number One Club title.

B) Rules: The Secretary must complete/comply with rules 1-4 plus 3 of rules 5-10 below:

- (1) Have the recommendation of his/her Board of Directors.
- (2) All WMMR or written membership reports must be postmarked no later than the 20th of each month or filed electronically no later than the last day of that month.
- (3) Personally attend the secretary's workshop/training session (available at the district and region/zone levels).
- (4) Complete the Annual Report (PU 101) for new officers and have postmarked no later than April 16 to Lions International, MD-4, and District 4-A3 Vice District Governor.
- (5) Attend personally one Zone meeting.**
- (6) Attend personally one Region meeting.**
- (7) Attend personally the first 3 District meetings.
- (8) LCI Activity reports must be submitted quarterly, or by fifteen days after the end of the quarter, except for the quarter ending in March, for which reports must be submitted by April 5th.
- (9) Have perfect attendance at his/her own club meetings during the current fiscal year.
- (10) Register for and attend personally the District Convention during his/her term in office.

Exception: the District Governor may waive an individual's compliance in no more than two of the meetings as described in categories 5, 6, and 7, for emergency or unusual circumstances upon written request and supporting documentation from the club secretary. If a waiver is granted, the district governor will notify the Contest Chair and district secretary in writing.

C) Certification Form:

The club President will complete and sign the 100% Secretary Certification Form, attesting that the Secretary has completed/conformed to rules 1-4 plus 3 of rules 5-10 above, and submit this form to the District Contest Chairperson after the end of the contest period by the date specified on the reporting form.

Section 12 - Secretary's Excellence Award

A) Purpose: To encourage the Secretary to strive for excellence within him/herself and help the Club be the best it can be.

B) Rules: The Secretary must complete/comply with all 10 rules as outlined under 100% Secretary.

C) Certification Form:

The Club President will complete and sign the Club Secretary Excellence Certification Form, attesting that the Secretary has completed/complied with 10 of the 10 rules above, and submit this form to the District Contest Chairperson after the end of the contest period by the date specified on the reporting form.