



**District 27-D2**

**REQUIREMENTS FOR 100% CLUB SECRETARY’S AWARD 20\_\_ - 20\_\_ (Lion Year)**

- All M-Reports and Activities Reports must be submitted to meet Lions International receipt guidelines.
- All dues and payments to Lions International and to District 27-D2 must be made timely so that all clubs are eligible to vote at the District, State, and International Conventions.
- Form PU-101 reporting the club’s new officers *must* be submitted by April 30, 20\_\_ (Lion year) to both Lions International and to the Vice District Governor.
- All delegate credentials *must* be completed and submitted so that club delegates can vote at the State Convention in May 20\_\_ (Lion year).
- The Club Secretary must attend at least two Zone meetings held in the Club’s Zone during the 20\_\_ - 20\_\_ (Lion year) Lions year. Indicate dates of meetings attended: \_\_\_\_\_
- The Secretary must have attended either the District Leadership Training Session or the 27-D2 District Convention. Indicate which was attended: \_\_\_\_\_
- The Club Secretary must be recommended for this award by the appropriate Region or Zone Chairman with final approval by the District Governor.
- Any of the above requirements may be waived by the District Governor if the District Governor is advised of conditions exist beyond the control of the Secretary that affect the completion of the requirements sought to be waived. (Please include any information regarding the Waiver).
- This completed form must be submitted to the District Governor by June 20, 20\_\_ (Lion year)

I hereby certify that Club Secretary Lion \_\_\_\_\_ of the \_\_\_\_\_ Lions Club has met the above requirements and is entitled to the award.

\_\_\_\_\_  
Club President

Date \_\_\_\_\_

\_\_\_\_\_  
Zone / Region Chair

Date \_\_\_\_\_

\_\_\_\_\_  
District Governor

Date \_\_\_\_\_

*This form is to be submitted to the appropriate Region/Zone Chair by the Club President.*