Application for 2015-2016 100% Club Secretary's Award

In order to receive the 100% secretary's award, each Club Secretary who has qualified **MUST** fill out the form and have it approved and signed by the Club President and one of the proper District Officers. The completed form must be mailed to the District Governor within 30 days after August 1, 2016

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[Club No. (6 digits)] [Club Name] [Date]

[2015 - 2016 Club Secretary's Name]

_____1. All MMRs postmarked by the 20th or sent electronically to LCI by the last day of the month.

_____2. All MARs postmarked or sent electronically by the last day of the month.

_____3. Payments of International and District per capita fees within 30 days of billing and reported on MARs.

_____4. Mail PU-101s and supplements before May 31, 2016.

_____5. Meet six (6) of the following nine (9) requirements.

a. Attend 2015-16 Leadership training.

b. Attend all three (3) Zone meetings in your zone.

c. Attend the 2016 Winter Retreat.

d. Attend the District, State or International Convention.

e. Sponsor at least one (1) new member.

f. Have 100% attendance for the year.

g. All MMRs filled in completely and accurately.

h. All MARs filled in completely and accurately.

i. Participate in Inter-Club Visitation.

The completed 100% Secretary's application form, which will be available from any District Officer,

must be validated with the following signatures:

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[Signature of Club President] [Signature of Zone or Region Chairperson]

I CERTIFY THAT THE ABOVE FACTS AGREE WITH THE RECORDS OF OUR DISTRICT

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[Date] [Signature of District Governor]