Application for 2024-2025 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 2024-25 District Governor by August 1, 2025.

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

[2024 - 2025 Club Secretary's Name]

_____1. All MMRs sent electronically to LCI by the last day of the month.

_____2. All Activities reported electronically via MyLion by the last day of the month.

_____3. Payments of International and District per capita fees within 30 days of billing and reported via MyLion..

_____4. Input new officers and supplements before May 31, 2025.

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

a. Attend 2024-25 District Leadership training.

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

c. Attend the 2025 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 activities accurately reported via MyLion.

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 2024-25 District Governor]