

District 20-E2

100% Secretary Award for 2016-2017

To receive this award, this application form must be completed by the Club President and received by District Governor Lynn Williams by August 31, **2017** for final approval. Awards will be sent to the Club President or given personally by the District Governor.

To be eligible the Secretary must have:

1. Served a major portion of the year as Secretary.
2. All Monthly Membership Reports must be entered on-line or postmarked by the 5th of the following month.
3. Must have attended (in person) two ACMs (Zone Meetings. (I am aware that some zone meetings were not held. If that is the case, please note that on the application and this requirement will be waved.) Must have attended a District 20-E2 cabinet meeting and/or conferences (e.g. Fall Conference in Nov. 2016 at the Ramada Inn in Geneva)
4. Earn 100% club attendance award for the year as Secretary.
5. Must have kept accurate attendance records for the club.
6. The PU-101 Form containing the information for 2016-2017 President, Secretary, Treasurer, and Membership Chair must be submitted to International and the District Governor **NO LATER THAN APRIL 30th of 2016.**
7. Must submit Convention (International & State) voting authorization forms by the required date.
8. Must have participated in at least one club service activity and one club fund-raising project.

2016--2017 Secretary's Name (Print)

Club Name

2016-2017 President's Signature

Date



We Serve
