In order to receive the 100% Secretary Award, each Club Secretary who has qualified must fill out this form and have it approved and signed by the Club President and by their Zone Chair. The completed form must be mailed to the 2021-2022 District Governor by July 15, 2022. Please keep a copy for your records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Club Name) (Secretary Name)

**To qualify, eight (8) of the following nine (9) must be fulfilled:**

1. \_\_\_\_\_\_\_ Submitted all Membership Reports on MyLCI by the 1st of each month.
2. \_\_\_\_\_\_\_ Submitted all Service Activities Reports in MyLion.
3. \_\_\_\_\_\_\_ Attended at least two (2) of the three (3) Zone Meetings.
4. \_\_\_\_\_\_\_ Attended at least one (1) of the following:
	1. \_\_\_\_\_\_\_ The 5M2 Mid-Winter Convention
	2. \_\_\_\_\_\_\_ 5M Multiple Convention
	3. \_\_\_\_\_\_\_ USA/Canada Lions Leadership Forum in Des Moines
5. \_\_\_\_\_\_\_ Reviewed/updated all club membership information on MyLCI
6. \_\_\_\_\_\_\_ Filed new club officers in MyLCI by 15 May, 2022.
7. \_\_\_\_\_\_\_ Completed at least one (1) of the following
	1. \_\_\_\_\_\_\_ District 5M2 Club Officer Training
	2. \_\_\_\_\_\_\_ LCI Secretary Training PowerPoint Module
	3. \_\_\_\_\_\_\_ LCI Secretary Training on the Learn App on MyLion
8. \_\_\_\_\_\_\_ Kept accurate minutes of all Board of Director Meetings.
9. \_\_\_\_\_\_\_ Prepared this form, signed it, had it signed by the Club President, and the Zone Chair, who is to mail or email it to the 2021-22 District Governor by 15 July 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signed by Club Secretary) (Approved by Club President)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Send completed form to:**

 (Signed by the Zone Chair) DG Glenn Kaufmann

 6870 Redwing Lane

 Chanhassen, MN 55317

 Glenny98@hotmail.com