

**District A-15 100% Club Secretary Award  
2018 Revision**

- Submitted By:** Applicant Club's Secretary
- Submit To:** Cabinet Secretary (followed by District Governor)
- Submission Deadline:** June 30th of the Current Lions Year
- For Awarding:** August Cabinet Meeting of the Following Year

**Rules:**

1. The Secretary must have attended one District A-15 Lions Learning Seminar held in the Spring prior to the current Lions Year OR a Learning Seminar, LCI, MDA, USA/Canada Forum Secretary's Workshop during the current Lions Year
2. The Secretary must have filed Monthly Membership Reports and LCI Activity Reports as required by LCI.
3. Club Officers for the following Lions year must be reported to MyLCI in accordance with current instructions including completion dates.
4. The Club President must confirm that correspondence, minutes and other duties of the Secretary have been faithfully attended to during the current Lions year
5. As an active member of the District Governor's Advisory Committee, the Secretary must have attended a majority of Zone, Region and Cabinet meetings during the current Lions year.
6. Applications (in the form of an email or letter to the District Secretary with a copy to the Club President) must include:
  - a. Club Name, Region & Zone
  - b. Club President's Name
  - c. Club Secretary's Name
  - d. Date
  - e. Documentation of compliance with all rules, such as dates of attendance to Zone, Region or Cabinet Meetings.