



**MULTIPLE DISTRICT 24
LIONS OF VIRGINIA
2016-17 APPLICATION FOR THE 100% SECRETARY AWARD**

Application is hereby made for the 100% Secretary Award for Lion/Lioness _____,
of the _____, of Region _____, Zone _____, who has completed the
Club
requirements for the award as indicated below.

1. Served the full term of office or major portion thereof from July 1, _____ to June 30, _____.
2. Recorded minutes of all regular and all board meetings, as appropriate, and reflected the business transacted.
3. Record each member's Record of Service in appropriate place on the MyLCI website for the club. _____.
4. Secretary completed one (1) of the following (check one):
 - a. Sponsored the below named Lion/Lioness into our club during the current year, July 1, _____ through June 30, _____.

New Member's Name	Month Joined	Month Reported Membership Report
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- b. Attended the Multiple District (MD) 24 State Convention in May 20, _____, or May 20, _____.

5. Secretary attended one of the following (check one):
 - a. Sub-District Secretaries and/or Treasurers School (No proxy)
 - b. Secretaries and/or Treasurers School at MD 24 State Convention (No proxy)
 - c. Alternate program approved by District Governor

Items 1 through 5 were satisfactorily completed, and our secretary is recommended for the 100% Secretary Award.

6. All records have been transferred to incoming Club Secretary for the next Lions year and receipt of delivery obtained.

President's Signature	Date
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7. All Monthly Membership Reports for the twelve month period from July 1, _____, through June 30, _____, and the Annual Activity Report were mailed to Lions Clubs International (LCI) and the District Governor not later than the 20th of the month or submitted on-line (Lions only) not later than the last day of the month covered by the report. The MD-24 Project and Activity Report was submitted monthly to the District Governor by the last day of the month covered by the report. If the application is for a Lioness, the Monthly Membership Reports were mailed to the District Governor.
8. The Officers Reporting Forms, LCI Form PU-101-A, were completed and mailed or submitted on-line to LCI and the District Governor before April 30th. (See page 5, Club Secretary's Manual, LCI publication LA-30). Lioness Clubs mail only MD 24 Form LL71.
9. Two District Governor's Advisory Committee meetings were attended by the secretary, and the third was attended by the secretary or was represented by proxy.
10. The District Fall Conference, on _____, 20____, was attended by the secretary or proxy.
11. The State Achievement Award application was mailed to the District Governor, through the Zone Chairperson within thirty days following the close of the LCI convention.

Items 7 through 11 were satisfactorily completed, and the secretary is recommended for the 100% Secretary Award.

Zone or Region Chairman's Signature	District Governor's Signature
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Note: There may be a charge for this award, and a check in the appropriate amount must accompany this application. Contact the District Cabinet Secretary for the current charge. Mail through the Zone Chairperson so as to arrive at the District Governor's address (of the year for which the award is applied) within 30 days following the close of the Lions Clubs International Convention.

**MULTIPLE DISTRICT 24
LIONS OF VIRGINIA
DELIVERY RECEIPT FOR CLUB RECORDS**

According to the 100% Secretary Award rules, a receipt must accompany the application for the award showing delivery of club records to the new club secretary. This receipt must be signed by the incoming club secretary. If the application for the award is for a secretary who is succeeding him/herself, then the incoming president must certify, by affixing his/her signature in the space provided below, that the repeating secretary has the records in his/her possession.

Received from _____ Club Name _____
Name of Outgoing Secretary

1) All club records

Signed _____
Incoming Secretary Date

Certified _____
Incoming President Date