

MD N PDG'S ASSOCIATION

OUTSTANDING CLUB SECRETARY NOMINATION FORM

Name _____ Club _____

District _____ Club membership _____

Date _____ President's signature _____

Eligibility; Candidate must have been Secretary for at least 6 months of the period to be judged (July 1 to June 30)

Please complete the following;

Yes No

1. Were the monthly reports completed correctly?

2. Were the monthly reports mailed by 2nd of the following month?

3. Were the International dues paid by October 1 and March 1?

4. Were the District dues paid on time?

5. Was the correspondence completed promptly?

Did the candidate;

6. Keep accurate minutes of meetings?

7. Keep accurate record of individual Lion attendance?

8. Help President with agendas?

9. Keep list of Club's Committees?

10. Personally sponsor a new Lion this year?

11. Keep a calendar of events and inform the President?

12. Keep records of new members and their sponsors?

13. Order awards promptly?

14. Submit a resume of the Club's activities to Lions Int. by June 30th ?

15. Did the candidate keep a current list of members with coordinates? †

16. Did the candidate attend the Sub-District Convention?

17. Did the candidate attend the Fall Conference? ? ?

18. Did the candidate attend the Multiple District Convention? ? ?

19. List the Cabinet meetings or DGO meetings attended. _____,
_____, _____, _____

20. List the Zone meetings attended. _____, _____, _____

21. Please describe in details your secretary's involvement in other activities which
made him/her outstanding.

ENDORSEMENTS;

Signatures: Zone Chair _____ Regional Chair (if used) _____

District Governor's remarks; _____

District Governor's signature _____

Note: This contest is separate from the 100% Secretary's Award sponsored by Lions Int.

May 2008