

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