

## Governor's 100% Secretary Recognition

To achieve recognition as a 100% Secretary you must meet 8 requirements:

1. Take the current club secretary training in the Lions Learning Center on the Lions Portal.
2. All membership & activities reports must be filed online or postmarked by 3 days after the last meeting of the month or the end of the month, whichever is first.
3. Completed Officer Report form filed online no later than May 15 of the current Lions year.
4. Participate in at least 1 club service project and 1 fundraiser during the Lions year.
5. All club dues must be paid within 60 days of billing.
6. Attend at least 2 Zone meetings during the Lions year.
7. Do any 2 of the following:
  - A. Make a personal donation to either LCIF or the Sheehan Foundation. Date: \_\_\_\_\_
  - B. Attend the Midwinter. Date: \_\_\_\_\_
  - C. Attend the USA/Canada Forum. Date: \_\_\_\_\_
  - D. Attend a Cabinet meeting. Date: \_\_\_\_\_
  - E. All accounts with LCI must be paid within the requirements of International.
8. Ensure the Club is in good standing with the District, Multiple District and International as of the date of the District Convention.

**APPLICATION FOR  
GOVERNOR'S 100% SECRETARY AWARD**

1. Completed the Club Secretary Learning Path in Learn. Date Completed \_\_\_\_\_
2. Membership and Activities Reports filed online or postmarked within 3 days of last meeting of the month or end of month whichever comes first. Dates of filing or mailing:  
\_\_\_\_\_  
\_\_\_\_\_
3. Officer Report filed no later than May 15, 2025. Date Filed \_\_\_\_\_ .
4. Participated in the \_\_\_\_\_ fundraiser
5. Participated in the \_\_\_\_\_ Service Project .
6. Club Dues were paid within 60 days of billing. Signature of Treasurer certifying the statement is correct: \_\_\_\_\_, Club Treasurer.
7. Of the 5 choices I did the following two items:  
\_\_\_\_\_ date: \_\_\_\_\_  
  
\_\_\_\_\_ date: \_\_\_\_\_
8. Club was current and in good standing at the time of the 2025 midwinter.

I certify that the foregoing are all true and correct.

Club Name: \_\_\_\_\_

Club Secretary: \_\_\_\_\_  
(print)

Club Secretary's Signature: \_\_\_\_\_

ATTEST:

Club President's Signature: \_\_\_\_\_