

Club Name

July ____, 20__

District 4-A2

Attn: District Cabinet Secretary

<Insert Street Address> <Insert City, State, Zip Code>

Dear DS Lion _____:

_____ Lions Club proudly recommends Lion _____, Club Secretary, for the 100% Secretary's Award. Lion _____ has met or exceeded all requirements for this recognition. See below for specifics:

Requirement	Due Date	Date Comp	Status	Remarks
Up to date & accurate Records	Monthly			
Pay & report on all semi-annual dues to LCI	31 JUL 31 JAN			
Pay & report on all semi-annual dues to MD4	31 AUG 28 FEB			
Annual Report of new club officers (PU 101)	15 MAY			
Membership Reports Submitted	Monthly			
Service and Fundraising Project Activity submissions	Monthly			
New member / sponsor full reporting	As needed			
Attendance Reporting Accuracy	Monthly			
Four of the Following:				
All other reports required by District 4A2, MD4 or LCI filed on time				
Sponsored 1 new member				
Attend 2 Zone/Region Meetings				
Attend District Convention				
Attend Int'l Convention				
Attend MD4 Convention				
Attend District Officer Training School				

Yours in Service,

_____ Date: _____

Club President