

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 Treasurer, for the 100% Treasure's Award. Lion _____ has met or exceeded all requirements for this recognition. See below for specifics:

Requirement	Due Date	Date Comp	Status	Remarks
Current & 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			
Prepare & manage annual budget	Annually			
Secure the club bond	Annually			
Secure insurance for events	As needed			
File tax report	Annually			
Four of the Following:				
Arrange for & perform an annual review of the books by club committee or a non-Lion member				
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,

Club President