



**100% SECRETARY AWARD
District 21C
2016-2017**

*****TO ZONE CHAIRPERSON BY APRIL, 15, 2017*****

To receive a 100% Club Secretary Award for the current Club Secretary, the Club President **MUST** complete this entire form and give it to the Zone Chair. The Zone Chair **MUST** check their records to see if the Secretary is qualified. If so, the Zone Chair **MUST** sign this completed form and send it to the District Governor who will judge on the overall performance of the Secretary. The Secretary may still be awarded the 100% even though all questions below are not answered YES.

CLUB: _____

SECRETARY: _____

MMR REPORTS submitted on time? YES ___ NO ___

Did the Secretary attend all Zone meetings held? YES ___ NO ___

Did the Secretary write & distribute Club Minutes to the members YES ___ NO ___

Did the Secretary attend one District 21-C Cabinet meeting YES ___ NO ___
Date attended: _____

Did the Secretary attend MD21 Conference or Convention? YES ___ NO ___
Date attended: _____

Did the Secretary submit the Club Excellence Award application? YES ___ NO ___
Note: If the Club so qualifies

COMMENTS: _____

Approved: (Signature of Club President) _____ **Date** _____

Approved: (Signature of ZC) _____ **Date** _____

Action of District Governor _____ **Date** _____