

SECRETARY EXCELLENCE AWARD RULES

To all Lions Club Secretaries who qualify for this honor, Multiple District 19 presents a Secretary' Excellence Award at the Fall Forum following their term of office. This Award shall be given by the Contests & Awards Committee based on the statistical record of the MD19 Office for the period of July 1 to June 30. A Charter Secretary of a club is eligible to receive this Award if the Club's Charter Night is held prior to October 1, and a minimum of 267 points is earned. Questions concerning the decision of the Committee must be sent in writing to the MD19 Contests & Awards Chairperson by December 31, of the year in which the Secretary's term of office is completed.

TO QUALIFY FOR THIS AWARD, A MINIMUM OF 267 POINTS MUST BE EARNED FROM THE FOLLOWING:

- | | POINTS |
|--|---------------|
| 1. The Secretary shall have served faithfully and diligently, for a minimum of six (6) months, during his/her term of office as attested to by the Club President. | |
| 2. SUBMISSION OF MONTHLY MMR & VAD REPORTS BY CLUB | |
| A. Monthly reports submitted to MD19 Office. | .60 |
| (5 points per month) | |
| B. Reports must be postmarked by the third day of the month or received by the MD19 Office by the 5th of the month following the date of the report. | |
| (2 points per month) | 24 |
| 3. COMPLETION OF MONTHLY MEMBERSHIP REPORT (MMR) | |
| Statistical Club and Secretary Data | .48 |
| Complete with name of Club, District and Secretary (address also required). Complete membership activity and support information for membership changes. | |
| (4 points per month) | |
| 4. COMPLETION OF VISITATIONS, ACTIVITIES & DONATIONS REPORT (VAD) | 36 |
| A. Club visitations, activities and donations must be reported for each month in the appropriate section of the VAD report form. If there is no activity, it should be so stated on the appropriate section of the VAD report. (3 points per month) | |

SECRETARY EXCELLENCE AWARD RULES – Continued

- B. ONLY 1 point will be awarded if the VAD report is not in the format provided each year by the MD19 Office. A secretary may create a form on a computer if it follows the standard MD19 format or download the form from the MD19 Web Site.
- C. NO points will be awarded if the report is NOT received in the MD19 Office by the 5th of the month following the month of visitations.

5. CLUB ACTIVITIES SUMMARIES 25

- A. A summary of the year's activities shall be prepared by the Secretary and received by the MD19 Office, with a copy to the District Governor, no later than July 31st. A sample summary report and format are included in this Contests and Awards Book following the Secretary's Efficiency Award Winners. **(20 points)**
- B. The Annual Lions Club Activities Report, provided by Lions Club International, shall be prepared by the Club Secretary and received by the MD19 Office with a copy to the District Governor no later than July 31st. **(5 points)**

6. ZONE, DISTRICT AND MULTIPLE DISTRICT MEETINGS 50

- A. He/she shall attend at least 2 out of 3 Zone Meetings for his/her Zone and be represented by a member of his/her club if absent from the 3rd. 5 points for each Zone Meeting (MAX 3) based on the Zone Chairperson Reports. **(Max. 15 points)**
- B. He/she shall attend his/her District Conference during his/her term of office. 10 points for attending based on the District Governor's Conference Report. **(10 points)**
- C. He/she shall attend either the MD19 Annual Convention or Fall Forum during his/her term of office. 10 points for either based on the records of the MD19 Office. **(10 points)**
- D. He/She shall attend a secretary training session at the zone or district level. Attendance at the meeting will be reported on the Zone Chairperson leadership training form. If the training session was not held by the preceding Zone Chairperson, or by the District, the current Zone Chairperson, or the District, may hold a training session by September 30th. A secretary may attend and receive these points. **(15 points)**

7. GOOD FINANCIAL STANDING 25

- A. His/her club shall be in good financial standing with the Multiple District as of July 1st. **(15 points).**

SECRETARY EXCELLENCE AWARD RULES – Continued

- B. Semi-annual MD19 dues paid in or before September and March and must be reported on the August and February donation section of the VAD Report. 5 points each **(Max. 10 points)**

8. MULTIPLE DISTRICT 19 ROSTER INFORMATION 39

The Club Officer Report Form (P.U. 19) with the Club Officer information for the Multiple District 19 Roster must be postmarked on or before April 30, to be considered On Time.

TOTAL POSSIBLE POINTS: **307**

9. CONGRATULATORY LETTERS TO NEWLY ORGANIZED CLUBS Varies

The Secretary shall be awarded 2 bonus points for each congratulatory letter mailed to Lions Clubs organized during his/her term of Office in MD19. A copy of each letter must be received in the MD19 Office NO later than 30 days following the announcement of the new club's organization in the MD19 newsletter.

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SECRETARY EFFICIENCY AWARD RULES

- One Award for a Secretary of clubs meeting Weekly
- One Award for a Secretary of clubs meeting Semi-Monthly
(Meeting classification to be determined July 1.)

The selection of the Secretaries to receive this Award shall be made by the Contests and Awards Committee from the records of the Multiple District 19 Office through June 30. The winner(s) will be named each year for each of the categories listed above and the awards will be given at the Fall Forum.

- 1. Qualified for the Secretary Excellence Award;
- 2. Attended the Fall Forum AND Annual Convention during his/her year in Office

IN CASE OF A TIE

The following items will be used to break a tie, if one occurs, in the order that they are written:

- 1. Club MMR & VAD Reports completely and correctly filled out and sent to the MD19 Office as required. (Corrections sent later will detract from this.)
- 2. Club MMR & VAD Reports must be postmarked by the third day of the month or received by the MD19 Office by the 5th of the month following the date of the report.
- 3. Club visitations correctly reported with that month's visitation section of the VAD Report.

SECRETARY EXCELLENCE AWARD RULES – Continued

4. Attendance of the Secretary or designated alternate at all required meetings and reported on the visitation section of the VAD report.
5. Club Activities Summary written and sent to the MD19 Office as per Club Efficiency and Secretary Excellence Award Rules.
6. Proper reporting of MD19 dues in the designated month's donations section of the VAD report.
7. Club Officer Report Form (PU19) sent by April 30 to the MD19 Office.
8. Congratulatory letters sent to all new Clubs in MD19 with a copy sent to the MD19 Office.
9. Written notification sent to the home Club of visiting Lions/Lioness/Leos with a copy to MD19 Office.

SECRETARY EFFICIENCY AWARD WINNERS

1944	J. Blodgett	Spokane-Hillyard
	Paul Matz	Ferndale
1945	Art Cann	Victoria
1946	G. Maurer	Seattle-South
1947	R.A. Naish	Coeur d'Alene
1948	Art Cann	Victoria
1949	Meade Elliott	Yakima
1950	Meade Ellott	Yakima
1951	George Murdock	Castle Rock
1952	Wilf Munton	West Vancouver
1953	Zood Alexander	Port Angeles
1954	Fred Reeves	Abbotsford
1955	Bob Young	Vancouver-Burrard
1956	E.J. Harbinson	Esquimalt
1957	P. Crowe-Swords	Vancouver-Burrard
1958	George Cheney	Burnaby-Centennial
1959	Bob Wolf	Yelm
1960	Jack VanDerbeek	Aberdeen
1961		
1962	Wilf Reason	Nanaimo
1963	Walter Bebich	Aberdeen
1964	Robert Labron	North Vancouver
1965	Vern Long	Kalama
	Nels Beaton	Vancouver-East
1966	Jack Loutzenhiser	Yelm
1967	Earl Eddy	Mount Vernon
	Jim Wilson	Lakewood
1968	Robert Snyder	Longview-Pioneer
	Ron Vessey	Renton
1969	Tom Hinshaw	Longview-Pioneer
1970	Don Fitts	Renton
	Dave Everitt	Pasco
1971	A. Plausteiner	Richmond
1972	Bill Glass	Richmond
1973	Robert Anderson	Burien

WEEKLY:

- 1974 Robert Anderson, Burien
1975 Harry Davenport, Bellevue

SEMI-MONTHLY:

- Sigurd Hansen, Longview-Sunrise
J.P.Pavlik, Mount Seymour

Floyd Shiosaki, Renton
Ken Deming, Spokane-Central

Al Mattison, Waitsburg
Bob Lightfoot, Longview-Sunrise

SECRETARY EFFICIENCY AWARD WINNERS – continued

WEEKLY:

Tom Riffe, Longview-Pioneer
Ray Klander, Bellingham-Central
George Mowrer, Mt. Vernon

1976 Calvin Mann, Bellingham-Central
1977 David Mathews, Walla Walla-D.T.
Robert Kosaka, Richmond
1978 Robert Angster, Gig Harbor
1979 Gary Honaker, Bellingham-Central
1980 Howard Downey, Bellingham-Central
1981 Grant Angle, Seattle-Queen Anne Mag.
1982 George Mowrer, Mount Vernon

1983 Bill Karcher, Vancouver-Dawn
1984 Bill Karcher, Vancouver-Dawn
1985 Rocky Stone, Bremerton-Central
1986 Thomas Proteau, Bremerton-Central
1987 Thomas Proteau, Bremerton-Central
1988 Bruce Cochran, Vancouver-Dawn
1989 Keith McDonald, Willapa Harbor

1990 Keith McDonald, Willapa Harbor
1991 David Tucker, Bremerton- Central

1992 John Bergvall, Olympia-Host
1993 John Bergvall, Olympia-Host
1994 William Johnson, Coupeville
1995 Bill Karcher, Vancouver-Dawn
1996 Bill Karcher, Vancouver-Dawn
1997 Rod Barnes, Coupeville
1998 Frank Berglund, Spokane-Sunrise East
1999 W. David Tucker, Bremerton Central
2000 Bill Thomas, Fort Vancouver
2001 Margorie Stone, Bremerton-Central

2002 Garry Lutz, North Whidbey

2003 Tom Proteau, Bremerton Central &
George Steinmen, Oak Harbor

2004 Jon Whitman, Pullman

2005 Harry Lippincott, Spokane Sunrise East
2006 Dennis Doll, Oak Harbor
2007 Jeannene Wisniewski, Oak Harbor

SEMI-MONTHLY:

Sidney Parker, Wahkiakum
Larry Shattuck, Taholah
Bill Lockman, Twin Valleys
John Stevens, Elma
John Stevens, Elma
Charles V. Waid, University Place
C.R. "Rob" Manifold, Esquimalt
David Craig, Glead
Dave MacCallum, Burnaby-Cent.
Mervin Hill, Smeltonville
Mervin Hill, Smeltonville
Dick Pierce, Vancouver-Central
Garey Ham, Mount Seymour
Ken Natland, Bremerton-Ch. Kit.
Dale Swanson, Eatonville
Wilf Dow, Sedro Woolley
Larry Rehms, Moscow-Paradise
Stuart Wasser, Kelso-Earlybirds
Brian Johnston, Mount Seymour
Paul Kauzlarich, Naches
Jim Erickson, Federal Way-Noon
Emerson Bishop, Kent
Stan Forbes, Richmond
Rock Holman, White Rock
Jackie Johnson, Maple Valley
Bob Borland, Vancouver-Renfrew
Jackie Johnson, Maple Valley
Sam Nakano, Wapato
Dale Huggins, Garfield
Jackie Johnson, Maple Valley
Carl Ostrom, Seattle-Lake City
Audrey House, Bellingham-Harborview
Emerson Bishop, Kent
Frank Karas, Moses Lake-East
Jim Kemp, Tieton
Clem Moore, P.R. Kaien Island
William Shepherd, Yakima West Valley
Emerson Bishop, Kent
Emerson Bishop, Kent &
Frances Challender, Key Peninsula
Jim Kemp, Tieton &
Marge Shepherd, Yakima West Valley
Pat White, Lynden

Jim Kemp, Tieton &
Marge Shepherd, Yakima West Valley
Erma Kemp, Tieton
Debbie Bostock, Kam. Paddlewheelers
T.E. Hewit, Columbia Crest

SAMPLE ACTIVITIES SUMMARY

MAPLE VALLEY LIONS CLUB Activities Report 1989-1990

A. CLUB ACTIVITIES

1. Donated \$1553.40 to the Lions Sight Foundation through money collected during White Cane Days.
2. Produced a "Why Be a Lion?" flyer which was distributed through local businesses and the Voice of the Valley (local newspaper).

B. INTER-LION ACTIVITIES

1. One member attended the Kolilis Sight Seminar.
2. Entered District 19-C Contest and Awards under Achievement, Club Annual (First), Bulletin (First), and Induction (First).

C. VISITATIONS AND CONFERENCES

1. President, Secretary, and six members attended the first Zone Meeting.
2. President, Secretary, and four members attended the Fall Forum.

D. INTERNATIONAL RELATIONS

1. Ten members attended the 40th Charter of our twin club.
2. Hosted and sponsored Y.E.P. student Gianluca Lardi of Switzerland

E. COMMUNITY AWARDS

1. One member received the Maple Valley Grange Non-member Citizen of the Year Award
2. One member received the Maple Valley Citizen of the Year Award

F. FUNDRAISING

- *1. Concession trailer at Kent Cornucopia \$2,229.00
2. Miniature Bazaar \$717.00

G. COMMUNITY SERVICE

1. Signed new lease with the Maple Valley Community Club on the Clubhouse.
2. Provided \$1252.00 in eye care to local people.

*Major fundraising and community service activities
(Portions of resume not printed)