

**100% Secretary/Service Reporting
District 4-A3
Certification Form 2020-2021**

**Due no later than
April 10, 2021**

**Mail or email to District Contest
Chair Lion Chris Graham**

_____ Club, District 4-A3

To qualify, secretary must meet all requirements:

MEMBERSHIP

- Monthly Membership Report (MMR) submitted by end of each month.
Validated by District Reporting.

SERVICE

- Participated in at least one service activity under one of the Global Causes:

Activity and Date: _____

- Participated in at least one fundraising activity:

Activity and Date: _____

- Club Service Activity posted by Club Service Chair _____ or Secretary

LEADERSHIP

- Attended at least 2 District Meetings and District Convention: *(In person or Virtual Meetings)*

Indicate which meetings and dates attended: _____

- Attended Club Officer Training: *(In person or Virtual Training)*

Indicate location and date: _____

VISITATIONS

- Visited another club: Indicate which one and date: _____
(In person or Virtual Meetings)

- PU-101 (Officers Reporting Form) completed and submitted to LCI on or before April 30, 2021.

- Completed and submitted Club Excellence Form for MD4-A3.

Exception: The District Governor may waive an individual's compliance in no more than two of the meetings as described in above mentioned rules for emergency or unusual circumstances upon written request and supporting documentation from the club secretary. If a waiver is granted, the District Governor will notify the Contest Chairperson and District Secretary in writing.

- A) Submission of Certification Form: The club President will complete and sign this form attesting that the Club Secretary has completed/conformed with:

I hereby have certified and indicated the proper award(s) for our Club Secretary _____ who has earned and complied with the rules as outlined above.

Signed: _____
Club President

_____ Date