

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 Annual Convention 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 VAD REPORTS BY CLUB

VAD (Visitations, Activities & Donations) reports must be received in the MD19 Office by the last day of the current month.

(8 points per month)96

3. COMPLETION OF VISITATIONS, ACTIVITIES & DONATIONS REPORT (VAD)72

- 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. **(6 points per month)**
- 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.

SECRETARY EXCELLENCE AWARD RULES – Continued

4. 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 15th**. A sample summary report and format are included in this Contests and Awards Book following the Secretary of the Year Award Winners. **(20 points)**

- B. The Annual Lions Club Activities Report, provided by Lions Club International, shall be submitted online by the Club Secretary with a copy saved and forwarded to the MD19 Office and the District Governor no later than **July 15th**. **(5 points)**

5. 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's Zone Meeting Report Form supplied by the MD19 Office. **(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 the MD19 Fall Annual Convention during his/her term of 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)**

6. GOOD FINANCIAL STANDING 25

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

- 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)**

7. 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

SECRETARY EXCELLENCE AWARD RULES – Continued

8. CONGRATULATORY LETTERS TO NEWLY ORGANIZED CLUBS

The Secretary shall be awarded 2 bonus points for each congratulatory letter mailed or emailed 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 OF THE YEAR AWARD RULES
(Formerly known as Secretary Efficiency Award)

The selection of the Secretary 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 Award will be given at the Fall Annual Convention.

1. Qualified for the Secretary Excellence Award;
2. Attended both their District Spring Conference AND Fall 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 VAD Reports completely and correctly filled out and sent to the MD19 Office as required. (Corrections sent later will detract from this.)
2. Club VAD Reports must be postmarked by the 20th day of the current month or received by the MD19 Office by the end of the current month if emailed or faxed.

IN CASE OF A TIE - Continued

3. Club visitations correctly reported with that month's visitation section of the VAD Report.
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 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. Miscellaneous letters sent throughout the year, like condolence letters, thank you letters to guest speakers, letters to clubs acknowledging visitors, etc., of which copies have been sent and received by the MD19 Office.

9. Written notification sent to the home Club of visiting Lions/Lioness/Leos with a copy to MD19 Office.

SECRETARY OF THE YEAR AWARD WINNERS
(Formerly known as Secretary Efficiency Award)

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
	Floyd Shiosaki, Renton
	Ken Deming, Spokane-Central
	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.

SEMI-MONTHLY:

Sigurd Hansen, Longview-Sunrise
J.P. Pavlik, Mount Seymour
Al Mattison, Waitsburg
Bob Lightfoot, Longview-Sunrise
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

1982 George Mowrer, Mount Vernon

Dick Pierce, Vancouver-Central
Garey Ham, Mount Seymour
Ken Natland, Bremerton-Ch. Kit.

WEEKLY:

SEMI-MONTHLY:

1983 Bill Karcher, Vancouver-Dawn

Dale Swanson, Eatonville
Wilf Dow, Sedro Woolley

1984 Bill Karcher, Vancouver-Dawn

Larry Rehms, Moscow-Paradise

1985 Rocky Stone, Bremerton-Central

Stuart Wasser, Kelso-Earlybirds

1986 Thomas Proteau, Bremerton-Central

Brian Johnston, Mount Seymour

1987 Thomas Proteau, Bremerton-Central

Paul Kauzlarich, Naches

1988 Bruce Cochran, Vancouver-Dawn

Jim Erickson, Federal Way-Noon

1989 Keith McDonald, Willapa Harbor

Emerson Bishop, Kent

1990 Keith McDonald, Willapa Harbor

Stan Forbes, Richmond

1991 David Tucker, Bremerton- Central

Rock Holman, White Rock

Jackie Johnson, Maple Valley

Bob Borland, Vancouver-Renfrew

Jackie Johnson, Maple Valley

Sam Nakano, Wapato

Dale Huggins, Garfield

1992 John Bergvall, Olympia-Host

Jackie Johnson, Maple Valley

1993 John Bergvall, Olympia-Host

Carl Ostrom, Seattle-Lake City

1994 William Johnson, Coupeville

Audrey House, Bellingham-Harborview

1995 Bill Karcher, Vancouver-Dawn

Emerson Bishop, Kent

1996 Bill Karcher, Vancouver-Dawn

Frank Karas, Moses Lake-East

1997 Rod Barnes, Coupeville

Jim Kemp, Tieton

1998 Frank Berglund, Spokane Sunrise East

Clem Moore, P.R. Kaien Island

1999 W. David Tucker, Bremerton Central

William Shepherd, Yakima West Valley

2000 Bill Thomas, Fort Vancouver

Emerson Bishop, Kent

2001 Margorie Stone, Bremerton-Central

Emerson Bishop, Kent &

Frances Challenger, Key Peninsula

2002 Garry Lutz, North Whidbey

Jim Kemp, Tieton &

Marge Shepherd, Yakima West Valley

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

Pat White, Lynden

2004 Jon Whitman, Pullman

Jim Kemp, Tieton &

Marge Shepherd, Yakima West Valley

2005 Harry Lippincott, Spokane Sunrise East

Erma Kemp, Tieton

2006 Dennis Doll, Oak Harbor

Debbie Bostock, Kam. Paddlewheelers

2007 Jeannene Wisniewski, Oak Harbor

T.E. Hewitt, Columbia Crest

2008 Emerson Bishop, Enumclaw

September Stokes, Burnaby

Lougheed & Viva Metz,

Kennewick

2009 Jeannene Wisniewski, Oak Harbor

Jim Kemp, Tieton

SECRETARY OF THE YEAR AWARD WINNERS

(one category)

2010 Fred Kassing, Bellingham Central

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

(Detailed Portions of resume not printed)