



Outstanding Club Secretary Award Application

Secretary's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
1. Please provide the date on which you paid your club dues this year. _____ 2. Please indicate how many meetings your Key Club has had this year. _____ 3. How many Key Club meetings have you attended while in office? _____ 4. How many Key Club Board meetings did you attend this year? _____ 5. How many monthly report forms have you submitted to the District this year? ____ of _____ 6. How many of the MRFs were postmarked by the 10th of each month? ____ of _____ 7. At how many Key Club meetings have you taken and distributed minutes? ____ of _____ 8. At how many Board meetings have you taken minutes? _____ 9. Did you attend the District Convention while in office? Yes No 10. Did you attend the Secretaries Workshop at that Convention? Yes No 11. How many Kiwanis Club meetings have you attended this year? _____	
Please attach to this application the minutes from the Board meetings of September, November, January, and March.	
Attach a list of the service projects and activities that you have participated in at the club, Division, District, or international level, including the number of hours spent on each.	
Please attach an essay (300-500 words) describing how your organizational skills have improved the overall success of your club this year.	
<i>I hereby confirm that all the information on this form is correct.</i>	
Applicant's Signature	Date
Club President's Signature	Date
Faculty Advisor's Signature	Date

This application and supporting documents must be received at the office of the District Administrator no later than February 15. Original or emailed copies will be accepted.