



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

2015-2016 Distinguished Club Secretary Nomination Form

Secretary (nominee): _____

Club: _____

Nominated by (2015-2016 President): _____

- ◆ To nominate a Club Secretary as a "2015-2016 Distinguished Club Secretary," the 2015-2016 Club President is asked to complete the following nomination form. All club secretaries achieving **75 points or more** will be recognized as "**Distinguished**" for 2015-2016.
- ◆ The 2015-2016 Jay R. Broussard Outstanding Club Secretary will be selected from the "2015-2016 Distinguished Club Secretaries." Along with this Nomination Form, the Club President **AND** the respective Lieutenant Governor are required to submit a letter of recommendation, limited to no more than two (2) 8-1/2" x 11" sheets for each letter. The letters should explain what the nominated Club Secretary did during the 2015-2016 Kiwanis Year to merit such recognition. The completed nomination form and the accompanying letters must be sent to the District Office **NO LATER THAN OCTOBER 31st!!**
- ◆ The "2015-2016 Distinguished Club Secretaries" will be recognized at the Mid-Year Regional Conferences in 2016 and the 2015-2016 Jay R. Broussard Outstanding Club Secretary will be announced at an appropriate function.

1. Training

Points Achieved:

The Club Secretary is required to be trained at one of the Club Leadership Education (CLE) Conferences held prior to the start of the 2015-2016 Kiwanis Year or the On-Line CLE. (5 points for attending a CLE for 2015-2016 Club Officers)

- Our Club Secretary attended the CLE Conference held on (date) _____
at: (location) _____

2. Membership Growth

Points Achieved:

The Club Secretary is asked to personally sponsor new members into his/her home club. (5 points for each new member personally sponsored by the Club Secretary during 2015-2016)

- Our Club Secretary personally sponsored the following new members this year:

(1) _____ (2) _____
 (3) _____ (4) _____
 (5) _____ (attach additional sheet if more space is needed)

3. Attendance at Meetings & Conventions

Points Achieved:

- A. The Club Secretary attended the Board of Directors Meetings of the Club. (3 points for 100% attendance; 2 points for 95-99% attendance; 1 point for 90-95% attendance; 0 points for less than 90% attendance)
 Our Club Secretary attended _____% of our Club's Board Meetings in 2015-2016.
- B. The Club Secretary should have perfect attendance at regular club meetings. (3 points for 100% attendance; 2 points for 90-99% attendance; 1 point for 80-89% attendance; 0 points for less than 80% attendance)
 Our Club Secretary attended _____% of our regular club meetings in 2015-2016.
- C. The Club Secretary was expected to attend the Mid-Year Regional Conference. (3 points for attending).
 Our Club Secretary attended the Mid-Year Conference for Region ____ held in _____.
- D. The Club Secretary was expected to attend the District Convention in Shreveport. (3 points for attending).
 Our Club Secretary attended the 2015-2016 District Convention in Shreveport, La..
- E. The Club Secretary was encouraged to attend the International Convention in Toronto. (3 points for attending).
 Our Club Secretary attended the 2015-2016 International Convention in Toronto.

DEADLINE TO SUBMIT NOMINATION FORM: OCTOBER 31, 2016

4. Reports & Dues **Points Achieved:**

A. The Club Secretary was expected to see that the Club's Annual District & International Dues are paid promptly — by November 30, 2015. (5 points for paying dues on time)

Our District and International dues were sent on (date): _____

B. The Club Secretary is expected to file the Monthly Reports on time using the KiwanisOne Reporting System. (3 points for each monthly report filed on time using KiwanisOne)

- OCTOBER filed by Nov. 10 NOVEMBER filed by Dec. 10 DECEMBER filed by Jan. 10 JANUARY filed by Feb. 10
 FEBRUARY filed by Mar. 10 MARCH filed by Apr. 10 APRIL filed by May 10 MAY filed by June 10
 JUNE filed by July 10 JULY filed by Aug. 10 AUGUST filed by Sep. 10 SEPTEMBER filed by Oct. 10

C. The Club Secretary is required to file the 2015-2016 Report of Club Elections by June 1, 2016, using the KiwanisOne Reporting System. (5 points for report filed on time)

YES, our Secretary filed the 2015-2016 Report of Club Elections by June 1, 2016.

D. The Club Secretary is required to file the 2015-2016 Annual Club Report. (NOTE: Filing all 12 monthly reports using the KiwanisOne Reporting System automatically qualifies the Club Secretary for these points.) (5 points for report filed on time)

YES, our Secretary filed the 2015-2016 Annual Club Report by November 10, 2016.

5. Foundation Contributions **Points Achieved:**

The Club Secretary was asked to see that the club's contributions to the respective Annual Club Gift Campaigns are forwarded to the Kiwanis International Foundation and to the Kiwanis District Foundation by the announced deadlines. (3 points for each)

- Club's donation to the Kiwanis International Foundation's Annual Club Gift Campaign — postmarked by May 31, 2016
 Club's donation to the La.-Miss.-W.Tenn. District Foundation's Annual Club Gift Campaign — postmarked by June 30, 2016

6. Service Leadership Organizations **Points Achieved:**

As a Club Officer, the Club Secretary is asked to participate with any Kiwanis Family Service Leadership Organization sponsored by the club. The Secretary can either attend a meeting OR participate in a service project of the sponsored club. (3 points for actively participating with a Kiwanis Family Service Leadership Organization sponsored by the Kiwanis Club.)

- YES, our Club Secretary attended a meeting with our Sponsored Youth Club on
 (date) _____, (club) _____
 YES, our Club Secretary worked on a Service Project with our Service Leadership Club on
 (date) _____, (project) _____

75 Points required to be "Distinguished" **Total Points Achieved:**

Based on the criteria as outlined above, our Club Secretary qualifies for the 2015-2016 Distinguished Club Secretary Award.

Signed: _____ Date _____
 2015-2016 Club President

- As the Club President, I am enclosing a Letter of Recommendation for our Club Secretary to be nominated for the 2015-2016 Jay R. Broussard Outstanding Club Secretary Award as the best club secretary in the La.-Miss.-W.Tenn. District for this Kiwanis Year.
 I am also enclosing a Letter of Recommendation from our 2015-2016 Lieutenant Governor in support of our Club Secretary's Nomination for the 2015-2016 Jay R. Broussard Outstanding Club Secretary Award.

**All award nomination packages must be mailed or faxed to the
 Kiwanis District Office - 5319-B Didesse Dr. - Baton Rouge, LA 70808-6401
 Fax: (225) 769-9215 * Toll-Free Fax: (866) 669-9215
 DEADLINE TO SUBMIT NOMINATION: OCTOBER 31, 2016**