



Optimist International Southwestern Ontario District

**Distinguished Secretary-Treasurer
Distinguished Secretary
Distinguished Treasurer
2005 - 2006**



Distinguished Secretary-Treasurer Award Requirements:

Club Activities Reports:

All reports to be received by Optimist International and the District Secretary/Treasurer by the 7th of the following month.

District Meetings:

A club Secretary/Treasurer must attend a total of at least three District and Zone functions. Zone meetings can only account for one (1) of the three functions required.

Club Dues:

International and District dues **MUST** be paid and received by 0.1. and District within the time specified. District dues are required within 30 days of the billing date.

Club Board Meetings:

At each meeting, a financial report is to be given, as well as the minutes of the previous meeting as required. A Secretary-Treasurer must attend 80% of the club's meetings.

Club Officer-Elect Reports:

The Club Officer-elect report **MUST** be received by Optimist International and the District Secretary/Treasurer no later than May 20 of the current club year.

Distinguished Secretary Award Requirements:

Same requirements as above, except financial reports are excluded.

Distinguished Treasurer Award:

Same requirements as above, except minutes of meetings are excluded.



This is to certify that _____

has met the requirements and qualifies for the following award: [If you have both a Secretary and Treasurer qualifying - Please photocopy and submit two \(2\) forms.](#)

Check the appropriate classification:

- Distinguished Secretary-Treasurer
- Distinguished Secretary
- Distinguished Treasurer

Authorized by: _____ (Print/Sign Club president's Name)

Optimist Club of _____ (Name & Number of Club)

Return by October 20 to: District Secretary/Treasurer: Larry Heath, 550 Bentinck, Corunna ON N0N 1G0