



Optimist International Southwestern Ontario District

Distinguished Secretary-Treasurer
Distinguished Secretary
Distinguished Treasurer
2008 - 2009



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 Optimist International 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 Requirements:

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: John Ewanick, 6 Gertrude Street, St. Thomas, ON N5R 1A1