



Optimist International Southwestern Ontario District

Distinguished Secretary/Treasurer Distinguished Secretary Distinguished Treasurer 2011 – 2012

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 3three (3) District and Zone functions. Zone meetings can only account for one (1) of the three (3) functions required.

Club Dues:

International and District dues MUST be paid and received by Optimist International and the 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 a minimum of 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 20th of the current 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.

Award Submission

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)

Distinguished Secretary/Treasurer

Distinguished Secretary

Distinguished Treasurer

Optimist Club of _____ Club No.: _____

Authorized by: _____ *(print/sign Club President's name)*