

Outstanding Club Secretary Award

Our club submits Club Secretary _____ for the Outstanding Secretary Award. We certify that all criteria for this award as specified below have been met.

Name of Ruritan Club: _____

Club President: _____

Date: _____

The following criteria must be met to qualify for the Outstanding Club Secretary Award:

- a. Quarterly reports submitted (postmarked) to the Ruritan National Office no later than the 10th of the month. (April 10, July 10, Oct. 10, Jan. 10)
- b. National dues are paid (postmarked) by the last day of January, April, July, and October. All monies owed to National must be up to date with no arrearage as of December 31.
- c. Club represented at district convention.
- d. Club Community Service Reports postmarked to district governor by October 1.
- e. Names and addresses of newly elected club officers submitted (postmarked) to the Ruritan National Office by November 10.
- g. Must attend one of the following during the calendar year: cabinet meeting, zone meeting, or district convention.
- h. This application must be submitted (postmarked) to the Ruritan National Office by February 10.