

Indiana South District
Distinguished Secretary Recognition

Club Name: _____ Club # : __05-_____

Club Secretary Name: _____

Date	Inst. No.	Activity	Completed
August	1	Attend District Convention & Training Sessions	<input type="checkbox"/>
October/November	6	Attend First Quarter District Board Meeting	<input type="checkbox"/>
October 15	2	Club Bulletin distribution list Revised	<input type="checkbox"/>
October 15	5	First Quarter International Dues Paid	<input type="checkbox"/>
November 1	10	Club Budget Completed and Approved	<input type="checkbox"/>
November 30	4	First Installment District Dues Paid	<input type="checkbox"/>
January/February	6	Attend Second Quarter District Board Meeting	<input type="checkbox"/>
January 10	3b	First Quarter A & A Report Submitted	<input type="checkbox"/>
January 15	5	Second Quarter International Dues Paid	<input type="checkbox"/>
February 15	7	IRS Form 990 and Indiana Form NP20 filed	<input type="checkbox"/>
February 15	8	The club's Indiana Business Entity Report is up-to-date	<input type="checkbox"/>
April 10	3c	Second Quarter A & A Report Submitted	<input type="checkbox"/>
April 15	5	Third Quarter International Dues Paid	<input type="checkbox"/>
April/May	6	Attend Third Quarter District Board Meeting	<input type="checkbox"/>
May 10	9	Submit Club Officer-elect Report	<input type="checkbox"/>
May 15	4	Second Installment District Dues Paid	<input type="checkbox"/>
July (Optional)	12	Attend International Convention	<input type="checkbox"/>
July 10	3b	Third Quarter A & A Report Submitted	<input type="checkbox"/>
July 15	5	Fourth Quarter International Dues Paid	<input type="checkbox"/>
August	6	Attend District Convention/4th Qtr. Bd. Mtg.	<input type="checkbox"/>
September 30	3c	Submit President's Pride Report to OI	<input type="checkbox"/>
October 10	5	Fourth Quarter A & A Report Submitted	<input type="checkbox"/>
October 10	11	Have perfect attendance at club meetings	<input type="checkbox"/>
October 10	11	Have attended all scheduled Zone meetings	<input type="checkbox"/>

Our Club has separate Treasurer who assisted in meeting the above requirements and met attendance (Club, Zone and District) requirements.

Name of Treasurer: _____

I certify that all items checked were completed, and that the above has perfect attendance including make-ups.

Club President: _____ Date

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Instructions

1. The Secretary-elect and Treasurer-elect must register for and attend the District Convention, and attend the training session PRIOR TO their terms in office.
2. The Secretary shall ensure that the District Governor, Zone Lt. Governor, the District Bulletin Editor and Club Newsletter Contest chair are included in the club bulletin distribution list. Optional: Optimist International, District Secretary-Treasurer, Governor-elect, other Club Presidents in your Zone.
- 3a. Every Club Roster Adjustment Form must be complete and correct. For new member additions, payment in the proper amount for affiliation fees shall be sent to Optimist International promptly.
- 3b. Each Achievements and Awards Report (A&A) must be complete and correct. They shall be submitted or postmarked by the 10th of January, April, July and October to each person on the distribution list.
- 3c. See that the President's Pride Report is complete and correct, and submitted to Optimist International by September 30th.
4. District dues shall be paid in full on or before December 1st and July 1st.
5. Optimist International dues shall be paid in full on or before November 1st, February 1st, May 1st and August 1st.
6. The Secretary (and Treasurer, if separate) must register and attend two of the three District Conferences, or send another club member other than the President or Lt. Governor to represent them.
7. U.S. Internal Revenue Service Form 990N (or other appropriate form) and the Indiana Department of Revenue Form NP-20 must be complete, correct and submitted as required by Federal and State guidelines.
8. The Secretary shall see that a Business Entity Report for the club is filed or up-to-date in the Indiana Secretary of State's Office.
9. The Club Officer-Elect Report (COER) must be complete and correct, and submitted to persons in the distribution list by May 10th.
10. The budget must be complete and approved by the club board of directors by November 1st.
11. Shall have maintained perfect attendance at club meetings and attend all scheduled Zone meetings (including make-ups and excused).
12. Attend the Optimist International Convention. This item may be substituted for another missed item at the Governor's discretion.

When a club has a separate Treasurer, the District Secretary-Treasurer must be notified. A Treasurer will then receive separate Distinguished Treasurer recognition provided that the Treasurer completes items 1, 3a, 4, 5, 6, 7, 10, and 11 above.

If, for good cause and reason, a requirement above cannot be met, a letter of explanation to the District Governor and District Secretary-Treasurer will be given due consideration. If warranted, the Governor may waive the missed requirement. No more than two (2) waivers will be granted per person. The only requirement that cannot be waived is Item 11.