



Kiwaniis®

Nebraska-Iowa District

Outstanding Club Secretary Award Nomination Form

Club secretary complete Page 1. Club president verify information with signature on Page 2.

Name of Secretary Being Nominated: _____

Club/Club K-No.: _____ Division: _____

City and State: _____ Region: _____

Number of Members (at beginning of Kiwanis year): _____

Criteria as listed below. Check (or X) those completed. Secretaries must meet 8 of 10 criteria\.

Required: Online reports filed with Kiwanis International each month, preferably by 10th of month.

- 1. Take and circulate minutes for board meetings (unless another member takes care of meeting minutes/notes).
- 2. Add members through online secretary's dashboard as they join or are approved. (Number of new member(s) added _____)
- 3. Delete members through online secretary's dashboard as soon as possible during the month that the members resign from the club. (Number of member(s) deleted _____)
- 4. Keep track of participation in interclub activities.
- 5. Keep track of attendance at meetings and participation for service projects and fundraisers.
- 6. Circulate Division, District and International communications to members.
Name method used to circulate: _____
- 7. Apply for awards, as promoted by the District and Kiwanis International.
- 8. Update meeting time and location, as needed, via online Kiwanis reporting.
- 9. Update member contact information semi-annually on online secretary's dashboard.
- 10. Ensure the Club filed the IRS 990 by Feb. 15 and that the Club's biennial report is current with the Secretary of State.



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Outstanding Club Secretary Award Criteria

To recognize a club secretary for his/her exemplary service to his/her Kiwanis club. The award will be a certificate of appreciation and be awarded at Midyear Conference or other such time as designated by the District governor based on the criteria being met for the previous Kiwanis year.

The **club president** will verify with the secretary the criteria on page one and then submit this nomination form on behalf of the club by Dec. 1 to the District administrator for consideration by the awards committee.

Qualifying for the Outstanding Secretary award will be first based on timely filing of online monthly reports. If this qualifier is not met, the secretary will not be eligible for award.

Secretary's Name and Signature (digital signature ok): _____

President Signature and Date (digital signature ok): _____

**Submit this form by Dec. 1 to
District Administrator Lisa Brichacek, nikiwanisdistrict@gmail.com**

BELOW INFORMATION FOR AWARDS COMMITTEE USE ONLY

From the Kiwanis International website Kiwanis Connect, the Chair of the Awards Committee will verify that the secretary completed the following:

1. Online reports filed with Kiwanis International each month, preferably by 10th of month.
2. Annual membership roster updated by Oct. 10.
3. Annual report filed by Nov. 15. (Completed automatically by KI if monthly reports are up to date.)
4. File election report with Kiwanis International by June 1.
5. Attend at least one of the following: __ Division Council, __ District or __ International meeting.
6. Complete Club Leadership Education (CLE) annual training.