

**Year 2011-2012 District 22-D
Club Administrative Contest Reporting Form**

Club Name _____ Secretary _____ Month _____

ONLY MARK THE ITEM IN THE MONTH COMPLETED			
Activity	Must complete as indicated for Award		Date
Membership	Required	Membership Report (postmarked or electronic filing BEFORE LAST DAY of each month)	
		Net Membership Increase by 1 (from 3/31/11 to 3/31/12 includes <u>all</u> actions)	
		Membership Chair Report to Club - Monthly	
	Need One	Membership Increased by 5% Based on March 31st Reports	
		New Membership Key Awarded	
		Sponsor a New Lions, Branch, Leo, or New Century Club	
Communication	Required	Lions Information Read at Meeting (once per month)	
		Bulletin, Newsletter or Minutes to Cabinet (DG VDGs, CS, RC, ZC, BE) (once per month)	
		District Chairperson Used as Club Meeting Program (2 per year)	
		Monthly Service Activities Report to Cabinet Secretary (every month)	
		Activities Report to International and DG (filed monthly or by July 15 th)	
		PU-101 Form and PU-101A Form (filed by April 30th)	
	Need One	Publicity of Lions Activities – Attach Article(s), TV/Radio – Time & Date (3 per year)	
		Maintain Club Website	
Visitation	Required	Completed all in Club's ZONE plus other clubs within District 22D for a total of 18 visitations (from 4/1/11 to 3/31/12)	
	Optional	Visitations Completed in All Clubs in District (from 4/1/11 to 3/31/12) See Roster Book for details (Lions Contest and Awards Program 2011-2012 – VI. Visitations)	
Dues	Required	International Dues (paid on time – 7/21/2011 and 1/21/2012)	
		District 22-D Dues (paid within 30 days of billing date)	
		Tax Form 990 (filed by November 15th)	
Leadership	Required	Attendance at least 3 Zone Meetings – (3 members or more includes 3 officers)	
		Attendance at Leadership Training School – May 5, 2011 (same number as for visitation)	
	Need One	Attendance at a District Leadership Seminars (same number as for visitation)	
		Attendance at Camp Merrick (1 member or more)	
		Attendance at MD Leadership Institute (1 member or more)	
		Attendance at USA/Canada Forum (1 member or more)	
Completion of Roaring Lions Classes (1 member or more)			
Attendance	Required	Attendance at President/Secretary/Treasurer Dinner (Pres., Sect., & Treas., or Reps)	
		Hold a Club Retreat for Active Club Members	
	Must Complete 6	Attendance at District Governor's Ball (same number as for visitation)	
		Attendance at Multiple District Convention (same number as for visitation)	
		Attendance at Eye Bank Program (same number as for visitation)	
		Attendance at Leader Dog Program (same number as for visitation)	
		Attendance at Banner Transfer (same number as for visitation)	
		Attendance at Mid-Winter Social (same number as for visitation)	
		Participation in District Bowling (same number as for visitation)	
		Attendance in Delaware Lions Foundation Breakfast (same number as for visitation)	
		Attendance at International Convention (1 member or more)	
Attendance at LCIF, Melvin Jones Breakfast (same number as for visitation)			

E-mail or mail copy of this report to Cabinet Secretary, Zone Chairperson, Region Chairperson.

REMINDER: Membership form is to be e-mailed or mailed to LCI, the Cabinet Secretary, & Membership Chairperson. Retain a copy for your records.
Contest Dates: April 1, 2011 through March 31, 2012

NOTE: Non-Lion spouses do not count as participants in the contest.