



# The Melvin B. Dennis Outstanding Secretary Trophy Criteria

*In Memory of Melvin B. Dennis*  
September 29, 1909 - December 21, 1996



## ELIGIBILITY:

The Club Secretary meeting the following criteria for judging, exemplifying a high expertise of office and true spirit of Kiwanis.

## FILING DATE:

Deadline is June 1st. of each year. Only nominations postmarked before this date will be considered.

## NOMINATION:

The Secretary's Club and or Lt. Governor may make the nomination. Particular attention will be given to those services beyond administrative responsibilities that have made him or her outstanding (see item IV). The District maintains complete records regarding administration and filing of reports.

## PRESENTATION:

The award will be made during the next District Convention in August. Recipients name will be engraved on the permanent trophy in custody at the District Office, and a small replica will be given for the secretary's personal possession.

## ATTENDANCE AT:

- I. 1) This years District Convention.  
2) Training Conference of the Lt. Governor.  
3) Spring Conference of his or her division.  
4) Not less than 70% of Division Council meetings.
- II . Must have kept accurate records of all club meetings and minutes of all board meetings. These are to be open to the scrutiny of Judges, if necessary.
- III. The club Secretary must have earned the PNW "Outstanding Secretary" banner patch for the year nominated. This award is earned by submitting the required reports in a timely manner. (*See the criteria for PNW Outstanding Secretary Banner Patch.*)
- IV. Additional Considerations:
  1. Legibility and neatness of records and reports
  2. Cooperation with Club, Division and District leaders
  3. Assistance to President in preparing board meeting agendas
  4. Attendance at club meetings, projects and special events
  5. Community Service
  6. Other administrative duties or accomplishments in Kiwanis

## ***Past Recipients of the Mel Dennis Outstanding Secretary Trophy***

*Harold Anstey  
Dick Baker  
Paul Beardsley  
Larry Bellona  
H.C. Bernard  
Lloyd Van Blaricom  
Frank Bogle  
Wm. E. Bradbury  
Will E. Brown  
Carroll M. Craft  
Velma Crawford  
Robert G. Culver  
Leland J. Daly  
Willard Dunlop  
Lloyd J. Eisenman  
Harold Emmert  
Jim Ferguson*

*Dick Frombgen  
Russell H. Green  
Chas. H. Gustafson  
Ted Halladay  
Mike Hammer  
Bob Harper  
Leroy Himi  
Fred W. Kent  
Dan Kind  
Dick Kosenen  
Warren Lawless  
Frances Lawrence  
Ed Lightfoot  
Fred W. Linton  
Craig Lowry  
Bill Martin  
Mel Mead*

*Max Millsap  
Ted Parsons  
William A. Petter  
Wendell W. Prater  
Thomas R. Quann  
Roy Reiber  
Dr. Jay Rust  
Robert E. Smith  
James D. Taylor  
Gerrie L. Toepelt  
Dick B. Ward  
Bob Wendling  
Victor L. Westman  
Sam Wilson  
John Young, Sr.  
Barbara S. Thomas*

# ***The Melvin B. Dennis Outstanding Secretary Trophy***



## ***Nomination Form***

Name \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Sponsoring Club \_\_\_\_\_

Years of Service as Club Secretary \_\_\_\_\_

Other Kiwanis Positions Held \_\_\_\_\_  
\_\_\_\_\_

Kiwanis Awards \_\_\_\_\_  
\_\_\_\_\_

Other Civic Positions / Activities (attach pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Biographical Information of Nominee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification by Club Secretary of the Club's Board Approval (Attach copy of minutes) or Letter of Nomination from Lt. Governor.

Mail To:

Cleve Parker, District Secretary

PNW District Kiwanis

P.O. Box 747, Beaverton, OR 97075

**by June 1st following the close of the previous administrative year.**

**Example: For administrative year Oct.1, 2007-Sept. 30, 2008 file by June 1, 2009.**

Please use this form as a cover sheet for your letter of nomination, board minutes and other exhibits that you would like to be considered.