

# ***Outstanding Secretary Banner Patch***



The Outstanding Club Secretary Banner Patch is awarded annually to each club whose secretary has been diligent in submitting all required reports in a timely manner.

<u>Name of Item</u>	<u>Postmark</u>	<u>Points</u>
A. Annual District Dues & Annual International Dues	30 days from invoice	300**
B. Certification of delegates to district convention	30 days prior to convention	30*
C. Certification of Delegates to International Convention	30 days prior to convention	30*
D. Election Report of next years club officers	June 15	60**
E. Official Monthly Reports	10th of month	10 each*
F. Official Annual Report	October 31	60**

*\* Deduct 1 point for each day late, \*\* Deduct 2 points for each day late  
Minimum points required for Outstanding Secretary: 540*

The award of the Outstanding Secretary Banner Patch is automatic, based on the records of the Pacific Northwest District Office and Kiwanis International.