

**JOHN J. HARRINGTON
OUTSTANDING CLUB SECRETARY AND TREASURER AWARD**

1. The Secretary-Elect and Treasurer-Elect must register for and attend the District Convention Secretary-Treasurer training seminar **PRIOR TO THEIR TERMS IN OFFICE**.
2. The secretary shall ensure that Optimist International, the District Governor, Zone Lt. Governor and the District Bulletin Editor are included on the club bulletin mailing list.
3. Every Roster Adjustment Form must be complete and correct. For member additions, a club check in the proper amount for affiliation fees shall be included. For member deletions, the form shall be signed by both the Club President and Secretary.
4. The annual Activities Report must be complete and correct and mailed to the District Secretary-Treasurer by the 10th of October.
5. The Officer- Elect Report must be complete and correct. It shall be postmarked by the 20th of May and received by all on the distribution list.
6. Each Achievements and Awards Form must be complete and correct. They shall be postmarked by the 10th of January, April, July and October and received by all on the distribution list.
7. District dues shall be paid in full on or before December 1st and June 1st respectively.
8. International dues shall be paid in full on or before November 1st, February 1st, May 1st, and August 1st respectively.
9. **DURING THEIR TERMS IN OFFICE**, the Secretary and Treasurer must register for and attend two of the three Secretary-Treasurer training seminars held at the District Board meetings, *or send a club member other than the President or Lt Governor to represent them.*
10. U.S. Internal Revenue Form #990 (if required). The Indiana Dept of Revenue Form NP-20, and the Indiana Not-for-Profit Corporation report must be filed as required by the State and Federal governments.
11. The Secretary and Treasurer must maintain perfect club attendance (with make ups) during their terms in office.
12. The Secretary and Treasurer shall register for and attend the International President's visit to the District.
13. The Secretary and Treasurer shall attend at least 75% of all Zone meetings. Said attendance will be reported by the Lt Governor.

IF A CLUB HAS A SEPARATE POSITION OF TREASURER, THE DISTRICT SECRETARY-TREASURER MUST BE NOTIFIED. TREASURERS WILL THEN RECEIVE A SEPARATE OUTSTANDING TREASURER AWARD, IF THE TREASURER COMPLETES ITEMS 1, 3, 7,8,9,11,12, AND 13 ABOVE.

If for good and sufficient reason, a requirement above cannot be met, a letter of explanation to the District Governor and District Secretary-Treasurer will be given serious consideration. If warranted, the District Governor may waive the requirement. No more than two (2) waivers will be granted per person. **ITEM #11 CANNOT BE WAIVED.**