

Financial Secretary of the Year Award

Submission Sheet

The District Deputy should select, from all their councils, their best Financial Secretary based upon the following criteria. This submission should be received by the Chapter President NLT March 15, 2019.

Required criteria: If a F.S. does not meet the following required items, then do not bother submitting the application.

- Does Supreme show that the following forms were received: 185,365,1295 & 1728?
- Were the 990 and/or the 199 tax forms submitted to the IRS for 2017 or 2018?
- Are suspended members less than 2.5% of the total council membership?
 - What is the council's suspension percentage? _____
- Does Supreme and the State Office show that the council's dues are paid?
- Does Supreme show that all required council officers are Safe Environment compliant?
- Has the Financial Secretary completed the required online training for Financial Secretaries?

Subjective Criteria: The following items are preferred but not required to have completed.

- Does the Financial Secretary use the Membership Management System?
- Does the Financial Advisor visit the council at least quarterly? If not, are articles from the General Agent read during council meetings, at least quarterly?
- Does the Financial Secretary send the list of Delinquent members to the retention committee?
- Is a Shepherd and Apostles Program in place?

Written Statement: Please write, in 250 words or less, why you feel that this Financial Secretary should be considered the best of the best.