



The Melvin B. Dennis Outstanding Secretary Trophy Criteria

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



Selection will be the responsibility of the District Secretary. The Governor may appoint a special committee to assist if desired.

1. Eligibility: The club secretary for the current or most recent administrative year who exemplifies and has demonstrated a high expertise of office and the true spirit of Kiwanis. He/she must have qualified as an Outstanding Secretary.
2. Nomination: The club president and/or Lieutenant Governor may make the nomination. Particular attention will be given to those services beyond his/her administrative responsibilities that have made him/her Outstanding as a Club Secretary. The District maintains complete records regarding administration and the filing of reports.
3. Filing Deadline: Only those nominations postmarked before June 1 will be considered.
4. Trophy Presentation: This award will be made at the next District Convention. Recipient's name will be engraved on the permanent trophy in custody at the District Office. A smaller replica will be given for the secretary's personal possession.

5. Send Nominations to:
E-mail: admin@pnwkiwanis.org

6. Selection Criteria:
 - a. Attendance at: Preceding year's District Convention; Preceding year's Club Leadership Education; Preceding year's Spring / Region Conference; Not less than 70% of his/her Division's Council Meetings.
 - b. Must have kept accurate records of all club meetings and minutes of all board meetings. These are to be open to the scrutiny of the judges, if requested.
 - c. Must have qualified for the Outstanding Secretary Award in the preceding year by filing all reports indicated in that criteria by the dates shown, and have earned 540 or more points for that award.
 - d. Additional Considerations:
Legibility and neatness of records and reports. Cooperation with Club, Division and District leaders. Assistance to President preparing Board Meeting agendas. Attendance at club meetings, projects and special events. Other administrative duties or accomplishments in Kiwanis.

Past Recipients of the Mel Dennis Outstanding Secretary Trophy

Harold Anstey
Jewell Bailey
Dick Baker
Paul Beardsley
Larry Bellona H.C.
Bernard
Lloyd Van Blaricom
Frank Bogle
George Boulton
Wm. E. Bradbury
Will E. Brown
Carroll M. Craft
Velma Crawford
Robert G. Culver
Leland J. Daly Dale
DeVries
Ethyl Dow
Patty Downey
Willard Dunlop
Bill Eagle
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
Donna Kelso
Dan Kind
Dick Kosenen
Warren Lawless
Frances Lawrence
Ed Lightfoot
Fred W. Linton
Craig Lowry
Tracy MacDonald
Bill Martin
Mel Mead
Max Millsap
Bob Munger

Judy Munger
Cindy Murray-Tow
Ted Parsons
William A. Petter
Wendell W. Prater
Thomas R. Quann
Roy Reiber
Dr. Jay Rust
Don Sattelberg
Eileen Sanders
Robert E. Smith
Wayne Suggs
James D. Taylor
Gerrie L. Toepelt
Barbara S. Thomas
Dick B. Ward
Bob Wendling
Victor L. Westman
Sam Wilson
John Young, Sr.

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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

Letter of nomination by Club President or Letter of Nomination from Lt. Governor.

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.

Email form and attachments to:
admin@pnwkiwanis.org

**by June 1st following the close of the previous administrative year.
Example: For administrative year Oct.1, 2020-Sept. 30, 2021 file by June 1, 2022.**