



# 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:

PNW District Office  
5427 Glen Echo Avenue, Gladstone, OR 97027-2627  
Fax: (503) 305-8303; E-mail: dsec@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  
Wm. E. Bradbury  
Will E. Brown  
Carroll M. Craft  
Velma Crawford  
Robert G. Culver  
Leland J. Daly  
Dale DeVries  
Ethyl Dow  
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  
Bill Martin  
Mel Mead  
Max Millsap*

*Bob Munger  
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.*

# ***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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Mail To:

District Secretary

PNW District Kiwanis

5427 Glen Echo Avenue, Gladstone, OR 97027-2627

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

**Example: For administrative year Oct.1, 2015-Sept. 30, 2016 file by June 1, 2017.**

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.