

Boake Efficiency Award

Objective:

- To reward those clubs which effectively meet the zone, district and national requirements
- To recognize the efficient and effective administration of clubs
- To encourage zones and districts to ensure their clubs are aware of and completing the requirements of being a member of the Association and Incorporation

Outstanding Boake Efficiency Award

The club that has completed 7 out of 8 requirements and an additional three (3) district requirements (*see requirements #9, #10 & 11).

Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must email or fax their affidavit for this award to National Headquarters by June 30th or postmarked no later than June 30th if being mailed

Boake Efficiency Award Affidavit (2018-19)

Presented to clubs who complete 7 of the 8 requirements:

Due date: June 30

CLUB: _____ DISTRICT: _____ DATE: _____

NATIONAL REQUIREMENTS	
1	National Dues paid by deadline of Nov. 15 th of current Kin year.
2	National Insurance form filed by deadline of Nov. 15 th of current Kin year.
3	Proof of having filed Annual Incorporation Return by deadline of Nov. 15 th of the prior Kin year
4	Annual Club information form (previously known as annual club reporting) filed with National Headquarters by deadline of June 15 th of current Kin year.
DISTRICT REQUIREMENTS	
5	District dues paid by deadline
6	Communication letter/email from Club President attesting that a financial audit or review has been completed on the clubs' previous years' financial statements sent to the District Governor by December 31
7	Communication letter/email from Club President attesting that the Corporations T2 (income tax) form has been duly filed with CRA
8	Invite a member of the District Council to attend a club meeting/function

Outstanding Boake Efficiency Award Affidavit

Presented to all clubs who have earned the Boake Efficiency Award and complete all 3 of the following:

DISTRICT REQUIREMENTS	
9	Club in attendance at Zone Conference
10	Club in attendance at Fall Leadership Conference*
11	Club in attendance at District Convention

* If no Fall Leadership Conference is held that year, the club is deemed to have attended.

I/We have read and understand the above document. I/We also understand and agree that the above information is to be kept confidential to ensure the protection of such information and the privacy of the individual/individuals and/or club(s). I/We will do this in accordance with the procedures of the National Awards and Recognition Program. The purpose of this is to protect the privacy of the nominee, nominators and applicants for any and all recognition and awards

President

Secretary

Zone

District

SUBMITTED BY: _____