
**CAMPUS CIVITAN
DISTRICT CHAIR
MANUAL**



STAFF CONTACTS

LAUREN DOVER

YOUTH AND CAMPUS ASSISTANT

EXT. 132 ♦ LDOVER@CIVITAN.ORG

LAUREN TURRIGLIO

MANAGER OF CAMPUS AND YOUTH PROGRAMS

EXT. 131 ♦ LAUREN@CIVITAN.ORG

CAMPUS CIVITAN

One Civitan Place
P.O. Box 130744
Birmingham, AL 35213-0744
USA

(205) 591-8910
1- 800-248-4826

Fax (205) 592-6307
CampusCivitan@civitan.org

CAMPUS CIVITAN DISTRICT CHAIR MANUAL TABLE OF CONTENTS

Vision Statement	5
District Chair Job Description	7
Club Advisor Job Description	8
Sponsoring Club Job Description	8 & 9
Sponsoring Club Liaison Job Description	9
Campus Civitan Structure	10
Resources Available from International	10
Campus Civitan Dues Information	11
District Funding	12

CLUB BUILDING:

Making Connections at Colleges	13
Checklist for Chartering a New Campus Club	14-15
Incentives	16
Initiation & Installation Ceremonies	17
After Chartering	18

FORMS:

Forms & Reports Summary	19
Membership Application	21
Officer Report	23
Annual Dues and Membership Report	25
Campus Club Self-Analysis	26-31
Awards Program	33-34
Awards Coversheet	35
Award Nomination Forms	36-41
Honor Club Application	43-47



THE VISION OF CAMPUS CIVITAN is one of students with dynamic leadership and career skills facilitating sensitivity to human needs. Our members serve our campuses and local communities while bridging the gap of cultural diversity among the citizens of our world. The organization's atmosphere of respect and acceptance among our peers will nurture the ideas and vision of each Campus Civitan member. Through exercising a healthy disregard for the impossible, our members' efforts will be limited only by how much we believe we can do. Our members will learn, lead, follow and give, while acting in the spirit of the Civitan Creed.

THE CIVITAN CREED

I AM CIVITAN: as old as life, as young as the rainbow, as endless at time.

MY HANDS do the work of the world and reach out in service to others.

MY EARS hear the cry of children and the call throughout the world for peace, guidance, progress and unity.

MY EYES search for others to join in the fellowship and service of Civitan.

MY MOUTH utters the call to daily duty and speaks prayers in every tongue.

MY MIND teaches me respect for law and the flag of my country.

MY HEART beats for every friend, bleeds for every injury to humanity and throbs with joy at every triumph of truth.

MY SOUL knows no fear but its own unworthiness.

MY HOPE is for a better world through Civitan.

MY MOTTO: builders of good citizenship.

MY BELIEF: do unto others as you would have them do unto you.

MY PLEDGE: to practice the Golden Rule and to build upon it a better and nobler citizenship.



CAMPUS CIVITAN DISTRICT CHAIR

Congratulations! You have accepted one of the most important responsibilities in Civitan, the responsibility of ensuring that a strong link is made between the Junior Civitan and Civitan organizations. You will be providing direction and encouragement for the Campus program within your district. Your efforts play a tremendous role in the success of Campus clubs. The following are expectations for district chairs:

1. Coordinate the growth of new Campus clubs in your district. We urge you to lead a team to build a new club. However, we do not expect you to build each club yourself. Guide Civitans who are interested in building a club. A great approach is to help initiate the process of building the club and then turn it over to the club builders. It is much easier for them to continue once "the ball is rolling." Be sure to be available and continue contact throughout the club building process.
 2. If your district has more than one campus club, strongly encourage the development of a joint club project, social or meeting.
 3. Familiarize yourself with the school schedule for each potential and existing Campus club; some are on semesters and others are on quarters. You should promote club building around the school and students' schedules.
 4. Contact Campus clubs and make sure they send their dues and report their officers to International Headquarters. Remind clubs to send other reports to International as necessary, such as activity and graduate reports. Also, assist Campus clubs with any problems they may encounter throughout the year.
 5. Assist club members in achieving Honor Club by encouraging all aspects of service, knowledge, fellowship, club management and membership. Encourage the development of officer training, the planning of activities and organization of recruitment campaigns.
 6. Be familiar with the Campus Civitan awards program. Nominations for these awards are made by you or the club president and are awarded during the annual Campus conference.
 7. Make sure that the Campus club and the sponsoring Civitan club are maintaining active relations.
- The Campus club and the Civitan club should both appoint persons to serve as liaisons between the clubs. Encourage interaction and joint projects between clubs.
8. Become familiar with the *Campus Club Administrative Manual* so that you will be able to assist clubs in training their officers. This manual gives specific club operations information essential to building and maintaining Campus clubs.
 9. Get to know the club advisors. You and the advisors will act as the continuing force for Campus clubs from year to year.
 10. Report on the progress of the Campus program at district events and board meetings, and include Campus officers in program presentations and workshops.
 11. Encourage Campus Civitans to attend all Civitan district events, conventions, projects and meetings. Also, encourage Campus members to sponsor a function during the meetings and conventions.
 12. Submit articles for the Civitan district newsletter and the Campus Civitan newsletter, *CiviTimes*, about Campus club achievements and for general promotion.
 13. Arrange to speak at Junior Civitan club meetings and district events about Campus Civitan.
 14. Keep in contact with the Campus and Youth Coordinator at the International and the Campus Civitan Growth and Development Committee. These sources will be able to offer you additional assistance and guidance.
 15. Encourage club involvement in International projects and theme months.

As a Campus Civitan district chair, your first and most important responsibility will be the growth and retention of Campus clubs. Most of your other responsibilities focus on communications. It is very important that you effectively "sell" the Campus Civitan program to colleges, Civitans and Junior Civitans. You should also involve members of existing Campus clubs to assist you with your work; this will make things easier for you and provide a new level of commitment and leadership for them.

CLUB ADVISOR

The role of the faculty advisor is extremely important to a Campus club. Campus clubs have high turnover and the advisor is the one constant for the club. It is very easy for a club to be successful for one year, but the continued success of a club is usually the result of an outstanding advisor. The advisor does not need to try to run the club, nor should the advisor not be involved. The advisor should seek to motivate the officers and other club members to run the club. It is strongly encouraged that each club has two advisors, in the event that one is unable to serve. The following are expectations of an advisor:

1. The advisor's most important responsibility is to advise and guide the club throughout the entire year. Sometimes the officers can become overwhelmed with their responsibilities, so the advisor should serve as a reality check to make sure the club is pursuing the goals they set in the beginning of the year.
2. It is very important that the advisor be involved in the yearly training of the club officers. The advisor is usually the only person who has been involved with the management of the club for a few years, so they should know what is expected from each officer position.
3. Each club board of directors should have an annual planning meeting/retreat to discuss ideas and changes for the upcoming year. The advisor should be available to attend this, so he or she knows what is going on during the year. The advisor should also make sure that the plans are in line with the Honor Club form.
4. The advisor should attend at least one Campus Civitan club meeting each month and all board meetings.
5. The advisor should assist with administrative duties such as making sure dues and reports are sent in on time.
6. Every school has different types of "red tape." The advisor should assist the club members in understanding and maneuvering through these obstacles. The advisor should also seek school resources for the club to use, such as copier access, phone access and an office.
7. The advisor should always maintain close relations with the Campus and Youth Coordinator at international headquarters, the Campus district chair and the sponsoring Civitan club.
8. We highly encourage that each advisor joins the sponsoring Civitan club.

SPONSORING CLUB

Once a Campus Civitan club is built, the role of the sponsoring club is not finished! The sponsoring club should continue to be a Civitan resource for the Campus club. The sponsoring club is expected to support the Campus club in four ways:

1. Financially – The sponsoring club should budget for an outright cash donation to the Campus club each semester. This amount can be as small or as large as the sponsoring club can plan for; but it should be a guaranteed amount – something the Campus club can include in its budget
2. Service Opportunity – The sponsoring club should invite the Campus club to participate in at least one service project per semester. This will allow for the growth of the relationship between the two clubs and will give the Campus club the opportunity to participate in a larger-scale project than it could handle alone.
3. Fundraising Opportunity – In an effort to increase the financial support given by the sponsoring club, the Campus club should be given the opportunity to participate in a fund raiser with the sponsoring club. A portion of the proceeds from the fund raiser should be allocated to the Campus club, depending on their participation. Again, this allows for growth of the relationship between the clubs and provides new opportunities for the Campus club.
4. Personal Contact – The sponsoring club should serve as a resource to the Campus club. The sponsoring club should appoint a liaison to the Campus club to ensure that someone is held responsible for contact between the clubs. The liaison or another member should periodically attend a Campus club meeting, and Campus club members should attend

sponsoring club meetings periodically. Sponsoring club members can be excellent guest speakers at Campus club meetings. The clubs should exchange newsletters on a regular basis.

5. The liaison should help the Campus club secure funding from the sponsoring club.

The most important goal of the sponsoring club and the Campus club is to define the relationship and expectations for each club. This should be done in writing, if only in the form of a letter, so that future officers of both clubs will have an understanding of their relationship. As the club grows and changes, it will need varying levels of support, so this agreement should be reviewed each year.

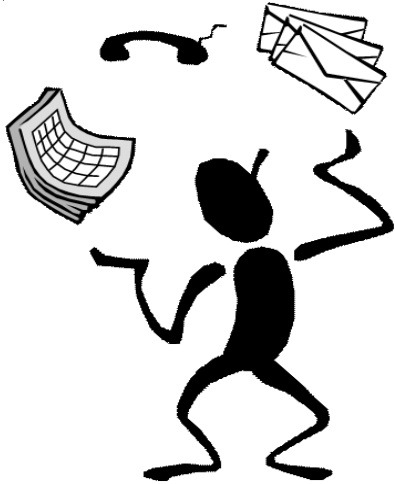
SPONSORING CLUB LIAISON

Campus Civitan is an integral part of the Civitan organization. In order to ensure a positive relationship between a Campus club and their sponsoring Civitan club, the sponsoring club should appoint members to work **actively** with the Campus club. The following are expectations of the sponsoring club liaison:

1. Building a strong relationship between a Campus club and its sponsoring club requires that the two work together. The liaison should plan projects and other events with both clubs.
2. Many times, the Campus clubs are not informed of district activities. The liaison should inform the club of these events and help them become involved with the district.
3. It is very important that active communication is maintained between the clubs. The liaison can assist with this by making sure that the sponsoring club's newsletter is sent to the Campus club's officers and vice versa.
4. The liaison, or another member of the sponsoring club, should attend at least one Campus Civitan club meeting per month. The liaison should also encourage members of the Campus club to attend the sponsoring club's meetings.

CAMPUS CIVITAN STRUCTURE

The Youth and Campus Coordinator is your contact at Civitan International. This person is in charge of the year-to-year maintenance and planning of the Campus program. Among other things, the coordinator handles the dues, newsletter, and all major communications.



The Campus Civitan District Chairs are the most important part of our structure. They work locally to carry out the objectives of Campus Civitan set by the Growth and Development Committee. Since the Campus program does not have district officers like the Civitan and Junior Civitan programs, the Campus district chair is solely responsible for the administration of the program within the district. However, as a chair, you are highly encouraged to select a committee (of Civitans and Campus Civitans) to assist you with your work.

Over the next few years, we hope the Campus program is going to experience tremendous growth; therefore, our structure will be constantly changing to facilitate growth within the districts and throughout Civitan International. Campus chairs act as the link between Civitan International and each Campus club.

RESOURCES AVAILABLE FROM INTERNATIONAL

You have a big job ahead of you, but one thing that will definitely make it easier is the support and resources of Campus Civitan. The following are some of the resources available to you and the Campus clubs. Many of these items can be obtained by contacting the Youth and Campus Coordinator at Civitan World Headquarters.

- ◆ Campus Club Building Kits
- ◆ Campus Civitan Brochures
- ◆ Club Administrative Manuals
- ◆ Sample Constitution & Bylaws
- ◆ Campus Club Project Ideas
- ◆ Fall/Spring Recruitment Kits/Ideas
- ◆ Various recruiting material available on disk
- ◆ Recruitment Banner
- ◆ Campus Newsletter, *CiviTimes*
- ◆ Campus Webpage- www.campuscivitan.org

CAMPUS CIVITAN DUES INFORMATION

Campus Civitan Administrative year January 1 - December 31

Our dues structure is broken down into two categories:

YEARLY PAYMENT IN THE FALL:

Old members and new members joining in the beginning of the school year (July 1 through Dec. 31)

Deadline for Dues reporting to international: **November 15**

Initiation Fee (New Members only)	\$5.00
International Dues	<u>\$15.00</u>
TOTAL	\$20.00

YEARLY PAYMENT IN THE SPRING:

New members joining halfway through the school year (Jan. 1 through June 30)

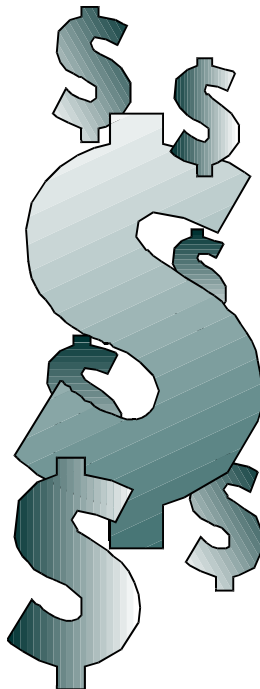
Deadline for Dues being sent to International: **March 31**

Initiation Fee (New Members only)	\$5.00
International Dues	<u>\$7.50</u>
TOTAL	\$12.50

In both instances, **only new members of Campus Civitan pay the initiation fee.** If the individual is a returning member of Campus Civitan or a former member of Junior Civitan or Civitan, then the initiation fee is waived. Note that the dues do not cover the cost of Civitan pins; pins must be ordered separately. *The only exception to this is when a new club is chartering; in this case, all charter members receive their pins free.*

Checks for dues should be made payable to Civitan International. It would also be helpful to indicate somewhere on the check that these are "Campus" dues. All checks should be sent to the Campus and Youth Coordinator at Civitan International.

In addition to these dues, we also suggest that a club consider at least \$5.00 for club dues.



DISTRICT FUNDING

Most Civitan districts will allocate money from their annual budget to support the Campus Civitan program. This is very helpful since there are no district dues assessed on Campus Civitan clubs. If you do not have allocated funds, do not be discouraged; hard work goes a lot further than a few bucks. If you do have the advantage of district funds, the following are some suggestions to consider when establishing a budget.

- ◆ When beginning a club, the sponsoring Civitan club usually provides the Campus club with money to assist with initial costs. You may encounter times, though, when a college is very enthusiastic about building a club, but there is no Civitan club nearby to sponsor it. In this case, you may want the district to provide temporary financial support for the club.

- ◆ If you have a core group of students at the college, have them create banners, flyers, posters, etc., to publicize Campus Civitan. You may want to spend money to provide these students with the materials to create this publicity.

- ◆ During the year, you may incur small personal costs from your involvement with the program. Items such as phone bills, mailing costs, copying fees, Civitan Supply House costs, etc. should be reimbursed from district allocated funds..

- ◆ Consider purchasing a Campus Civitan recruitment banner from International to help in recruiting and publicity. Banners are \$35.

- ◆ If there are enough Campus clubs in your district, you may consider arranging a district-wide event which would need funding.

***“WHAT WE NEED IS MORE PEOPLE
WHO SPECIALIZE IN THE IMPOSSIBLE.”***
- THEODORE ROETHKE, POET

CLUB BUILDING

MAKING CONNECTIONS AT COLLEGES

Making initial contacts can sometimes be one of the most difficult parts of club building. Whenever you approach a school, there are three types of contacts for which you should be looking.

Students

In order to successfully build a club, it is essential that you have a core group of committed students at the beginning of the process. At very small colleges, simple publicity may be enough to grab the attention of the students. At larger colleges, there are usually hundreds of organizations and simple publicity can get “drowned out.” In both cases, though, the most effective form of recruitment is to carefully choose outstanding students and explain Civitan to them in person. This way, you will have their attention, and they will feel appreciative that you contacted them. When selecting your core group, consider the following sources:

- ◆ The Youth and Campus Department maintains a list of where *reported* Junior Civitan graduates go to college each year. These contacts are excellent, because they are already familiar with the Civitan organization. Network from these students to form a core group of recruits.
- ◆ Another good idea is to ask for contacts from members in existing Campus clubs. Most college students have friends at other colleges within the state, and a friend would be the best person to sell the idea of Civitan to someone. Plus, this would be a great opportunity to make Campus members feel more involved the club building process.
- ◆ You should target and approach organizations that uphold the ideals of Civitan. For example, some colleges may have a Community Services Office, and most colleges will have an Inter-Fraternity Council and Panhellenic Office for fraternities and sororities, respectively.
- ◆ During the summer, most colleges hold orientations for the fall term. At these orientations, there is usually some type of Organizations Fair at which clubs set up tables and displays to distribute information. When you contact the Student Affairs Office, you should ask about such an opportunity. Also, if you have student and faculty contacts at the college, they would be the best persons to staff the table.

Faculty

Each club needs a strong faculty advisor. If you already have student contacts, then they would be excellent in contacting and choosing an effective advisor. If not, you may want to find out if the college has a faculty newsletter or paper. If so, submit an upbeat advertisement for the position of Campus Civitan club advisor. Ask the potential sponsoring club for help in identifying a possible faculty or staff member advisor. Also, members of Civitan clubs in that community may know someone who works at the college.

Administrative Policy

Each college has different procedures for chartering clubs. You should begin by finding out who is in charge of the chartering process. A good way to start is by calling the college and speaking to the Student Affairs Office. Someone in this office may be able to help you or direct you to the student organizations director or the Student Government Association. One of these offices should be able to explain the chartering process at that particular school. Be sure to work within these guidelines as well as the chartering timeline described by Civitan International.

- ◆ Look into running ads in the school newspaper or ask the school newspaper to write an article on the building of a new service club on campus.
- ◆ Research whether the school has certain special conditions for students. An example would be a requirement to perform community service. Take advantage of these situations and form a club around them.

CAMPUS CLUB CHARTERING TIMELINE

FIRST FOUR WEEKS

- 1. Select the college or university.
- 2. Confirm commitment from sponsoring club(s) to build and support the new club.
- 3. Confirm commitment from two or three individuals in the sponsoring club to work on the development of the new club until charter.
- 4. Sponsoring club should budget needed funds for pre-charter expenses and charter supplies.
- 5. Order informational materials from Civitan International.
- 6. Form your core group of students and begin on-campus publicity.
- 7. Arrange a meeting with the dean of student affairs to discuss school chartering regulations, ways to publicize to students, faculty and student recommendations/contacts, and how Civitan can benefit the campus.
- 8. When five to eight prospects have committed to attend, carefully plan and conduct the first pre-charter meeting. Be sure to ask prospects to join, collect *Applications for Charter Membership*, initiation fee, annual dues and ask them to bring a minimum of two guests each to the next meeting. Announce charter presentation date approximately eight weeks from first meeting. **A minimum of 25 members must join before the charter is presented.**
- 9. After the first meeting (provided you have five or more joining), mail the *Request for Organizational Authority* to the Campus Coordinator at Civitan International and send a copy to your district governor.

SECOND FOUR WEEKS

- 10. Submit the *Campus Civitan Banner Order Form* to Civitan International as soon as possible.
- 11. Continue to hold weekly pre-charter meetings until the charter presentation.
- 12. After signing 20 or so members, plan and hold the official organizational meeting to elect officers and adopt the constitution and bylaws. Samples of the *Campus Constitution and Bylaws* are available through Civitan International. After the new club's constitution and bylaws are adopted, you must mail a copy to Civitan International.
- 13. Plan the charter presentation and notify all who are to be a part of the program. Submit the *Campus Civitan Charter Presentation and Announcement Information* and the *Request for Charter Supplies* to Civitan International.
- 14. Start planning and implementing community and campus service projects with the new officers to keep the members active and interested.

-
-
- 15. Contact Civitan International's Campus Coordinator to receive the club's Tax Identification number. (U.S. clubs only.) The charter date must be set and paperwork received
 - 16. Establish the club's bank account and submit a proposed club budget to Civitan International (see Establishing a Campus Civitan Bank Account.)

THIRD FOUR WEEKS

- 17. Train the new officers prior to charter presentation.
- 18. Acquire a permanent on-campus post office box mailing address.
- 19. Submit a sample copy of the club newsletter or bulletin to Civitan International.
- 20. Send the following to Civitan International **at least three weeks prior to charter presentation:** *Charter Membership List*, along with the *Charter Membership Applications*, appropriate initiation fees, International dues, and the *Certification for Chartering a Civitan Club*.
- 21. Conduct the charter presentation ceremony.
- 22. Meet with the new club president to plan the first meeting after charter presentation.
- 23. **Have a member of the sponsoring club and at least one club builder attend every meeting.**

This timeline is only a guide. Items should be followed in a time schedule that works most effectively for the new Campus club. It is highly encouraged that the charter process not be delayed or dragged out for too long. This WILL result in college students losing interest!

Experience indicates that Campus Clubs with memberships of 40 to 75 are more effective than larger or smaller new clubs. However, that decision is strictly a local decision based on local needs.

INCENTIVES

The most important incentive in creating a Campus club is that it provides an opportunity for college students to grow as they improve their communities. Also, Campus members are groomed to become Civitans, thus assisting Civitan with membership growth. Their new ideas and energy serve as valuable resources to Civitan clubs. In addition to these incentives, there are additional incentives for districts, clubs and individuals.

DISTRICT

- ◆ Your district receives five points toward the Quality Achievement Award (190 points required) for each new Campus club built.
- ◆ The district is awarded two points per club toward the annual Quality Achievement Award for each existing Campus club maintained (i.e., dues paid, minimum of 15 active members in the school year).

SPONSORING CIVITAN CLUB

- ◆ Each sponsoring club becomes an Honor Club of Distinction if it achieves Honor Club for the year in which it builds a new Campus club.
- ◆ Maintaining an existing Campus club (i.e., dues paid, minimum of 15 active members) is a recognized service project which can be used toward achieving Honor Club recognition.
- ◆ A banner patch is awarded for the sponsorship of each new Campus club.
- ◆ A sponsored Campus club provides additional manpower for its sponsoring club's service projects and fundraisers.

NEW CAMPUS CIVITAN CLUB

- ◆ The new club receives a banner, pins and all charter supplies available to any new Campus Civitan club. These are gifts from the Campus department of Civitan International.
- ◆ A Campus club that charters with 40 or more members receives a free gift from the Civitan Supply House. We suggest the sponsoring club or district purchase any other Supply House gifts to present at the charter ceremony.

CLUB BUILDER

- ◆ Up to three club builders may receive credit for establishing a Campus club. Civitan International will provide one free navy Campus club building sweater for a club builder. The cost for additional sweaters is \$40. The sponsoring club or district pays for additional sweaters.
- ◆ Receives a certificate of recognition as a Campus club builder.

MEMBER INITIATION CEREMONY

Ladies and Gentlemen, You have been accepted to membership in the _____ Campus Civitan Club, and for this honor you are to be congratulated. Civitan International has a long and distinguished history and heritage. It will be the function of your club, in the near future, to further acquaint you with the organization to which you now affiliate yourself.

Earlier at the meeting you heard, perhaps for the first time, the Creed of Civitan. This creed forms the philosophical base of our organization and your acceptance of its ideals marks you as a Civitan. It is our creed that I wish to direct your attention at this time.

The Creed of Civitan is a **personal** creed. It is the voice of one person saying, "I am Civitan." The Creed of Civitan is an **action** creed. It highlights action words such as **work, listen, search and build** in expressing ideas of personal involvement with one's fellow man, community, nation and world.

The Creed of Civitan is a creed of **freedom**. It upholds the rule of law, respects the pride that one feels for his native land, and dignifies the associations which produce the material and spiritual wealth of society.

The Creed of Civitan is a creed of **dedication**. It pledges each Civitan to strive to order his relationships with others in accordance with the Golden Rule.

If you accept the challenges of this creed and are willing to bind yourself by its Golden Rule pledge, please say after me, "I am Civitan."

I am happy to certify that you are duly initiated members of Civitan International and the _____ Campus Civitan Club, and to present you with the lapel insignia which will identify you as active Civitans. Congratulations!

OFFICER INSTALLATION CEREMONY

(Newly elected officers stand, facing the Installing Officer. Installing Officer addresses the newly elected officers)

Honored Civitans, you have been chosen by your fellow members to lead them in the activities of your club for the ensuing year. You will be expected to originate and execute plans governing the conduct of this club. Your keenness of foresight, efficiency of administration and loyalty of purpose will determine the success and progress of this organization. I earnestly charge you to dutifully and loyally carry out the duties pertaining to your respective offices, so that the high ideals, aims and purposes of Civitan may be given definite interpretation. Keep your vision elevated, looking toward the continued progress of our club, district, community and nation.

You will now repeat after me the pledge of Civitan. "My Pledge is to practice the Golden Rule and to build upon it a better and nobler Citizenship."

(Installing Officer addresses the members of the club)

Fellow Civitans, the officers of your choice now stand before you. Since you have laid upon them the solemn responsibility of leadership, it becomes your duty to wholeheartedly support them in every undertaking for the advancement of this club and the common good of Civitan. Individual responsibility, properly conceived and accepted, is the ultimate factor in the success of our organization.

(Installing Officer addresses the new officers)

On behalf of Civitan International and the _____ Campus Civitan Club, I declare you duly installed. I extend to you the right hand of fellowship and the token of your office.

Congratulations!

(The Installing Officer shakes hands with each officer and presents their officer pin.)

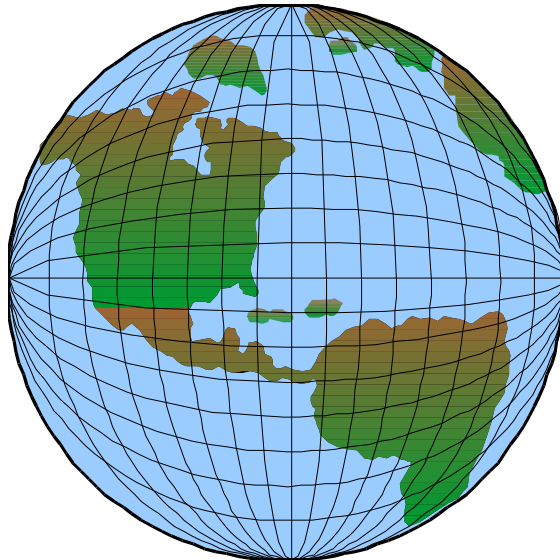
AFTER CHARTERING

Chartering a club requires paperwork and signatures; however, truly building a club requires that you also ensure the club is headed in the right direction. A club needs to begin having projects immediately after it has chartered. A long period of doing nothing, especially at the beginning, can cause members to quickly lose interest in Civitan. While the chartering process is still going on, charter officers should already be planning the first few projects. These projects should NOT require money; the best idea is to volunteer with another agency such as Red Cross, Habitat for Humanity, etc. You might also want to consider having small projects during the club building process to maintain enthusiasm and attendance.

Money is an important factor in the beginning, so a fund raiser should be planned to follow the club's first fun project. Also, encourage the club to approach the Student Government Association to find out about different types of organizational funding.

Also, shortly after chartering, many of the members will not know each other. Therefore, a social event should be planned that will allow members to bond. A great suggestion is to find a local "Ropes Course;" these provide an excellent opportunity to build trust and teamwork within a group.

MAKE AN IMPACT



REACHING THE WORLD

FORMS AND REPORTS

SUMMARY

MEMBERSHIP

For every new member, a membership application must be completed and returned to Civitan International. The membership chairperson should keep a copy of these forms for future reference.

OFFICER REPORT

Immediately after new officers are elected, this report should be sent to International. If you do not elect a full slate of officers, turn in the report anyway and make updates later.

DUES AND ROSTER

In the fall, the club should collect dues from all members and submit them with a current membership roster. Any new members who join during the year should also pay dues; they are only prorated after January. A new roster and additional International dues should be sent in during March.

ACTIVITY REPORTS

These reports are very important!! First, they let us know what your club is doing. Second, they let us know what areas your club may need help with. In addition, club news for the *CiviTimes* newsletter will be drawn from these reports. Please include pictures if possible.

REPORT OF GRADUATING MEMBERS

Civitan International wants to help Campus members remain a part of the organization well after graduation. To aid in this, we ask that all clubs complete this form at the end of each term.

CLUB SELF-EVALUATION

This evaluation thoroughly covers many areas of successful Campus clubs and helps to identify trouble spots. Though its not recommended that club members complete the form during a meeting, all members (especially officers) should fill out the form sometime in the year.

AWARDS APPLICATIONS

Each year at the annual Campus Civitan Conference, awards will be given to a number of outstanding clubs. In order to participate in the awards program, you will need to complete the applications and have them turned in by February 1.

HONOR CLUB APPLICATION

Honor Club is a noncompetitive award, which means that every club has the opportunity to be recognized as an Honor Club. This should be completed and returned to the Campus and Youth Coordinator at Civitan International by February 1 of the following year.

ORDERING SUPPLIES

Frequently, the club will need to order supplies from the Civitan Supply House. Orders can also be placed over the telephone (you will need to have all the information on the form) by calling 1-800-CIVITAN.





Campus Civitan Application for Membership

Please print. Make additional copies as needed.



Name _____ Campus Civitan Club _____
 Email _____ Cell Phone _____
 School Address _____
 City, State/Province, Postal Code _____
 Summer/Home Address _____ Home Phone _____
 City, State/Province, Postal Code _____
 School Attending _____ Date of Graduation _____
 Classification _____ Major _____
 Other organizations/activities _____

Optional information Male Female
 Single Married

Birth Date _____
 Former Civitan Club (if applicable) _____
 Location _____

Indicate your special interest areas for Civitan Club work:

Fundraising Community Projects Social Activities
 Programs Publicity Membership Growth
 Awards Information Technology Newsletter
 Other (specify) _____

Completed By New Members Only

I hereby request membership in the _____

 Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay the sum of \$5.00 as an initiation fee, in addition to annual club and Civitan International dues. I understand that \$2.00 of the Civitan International annual dues applies to liability insurance.

Signature of Applicant **Date**

**Completed By Former Junior Civitans,
Transfers or Reinstated Members Only**

I hereby request membership in the _____

 Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay annual club and Civitan International dues. I understand that \$2.00 of the Civitan International annual dues applies to liability insurance, and that my initiation fee is waived.

Signature of Applicant **Date**



CAMPUS CIVITAN CLUB OFFICER REPORT

Name of District _____ Sponsoring Club _____
Name of Campus Civitan Club _____
Name of College _____ Club Fax Number (____) ____ - ____
Club Mailing Address _____
City _____ State/Province _____ Postal Code _____
Club Email _____ Club Web page _____

President _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

Vice President _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

Secretary _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

PR Coordinator _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

Director _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

Director _____ Telephone Number ____ - ____
Address _____ Graduation Date _____
City _____ State/Province _____ Postal Code _____
Email _____ Year in School _____

Advisor _____ Work Telephone ____ - ____
Address _____ Home Telephone ____ - ____
City _____ State/Province _____ Postal Code _____
Email _____ Fax Number ____ - ____

Sponsoring Club Chair _____ Work Telephone ____ - ____
Address _____ Home Telephone ____ - ____
City _____ State/Province _____ Postal Code _____
Email _____

**The sponsoring club chair is a Civitan appointed by the incoming president of your sponsoring club. Contact your sponsoring club for this information and send a copy of this form to your sponsoring club..*

Photocopy this form and send to:

Campus Civitan
P. O. Box 130744
Birmingham, Alabama 35213-0744



CAMPUS CIVITAN ANNUAL DUES AND MEMBERSHIP REPORT

College: _____ Date: _____

- Club Roster:** Send with this report, a list of all club members, including: name, complete school mailing address, email address, school telephone number, home (summer) mailing address and home telephone number.
- Payment Summary:** To determine your club's fee payment, fill out sections A and B. The total of both A and B will be your total payment. Attach payment to this form and send it with the club roster. The initiation fee does not apply to current, transferred or reinstated members. **Fees due November 15 cover the entire school year and are for students who join after July 1.**

A. For current, transfers (from Campus, Junior or Civitan Clubs) or reinstated members:

International Fee:
 _____ x \$15.00 = \$ _____
 (No. of members)

A Total = \$ _____

B. For new members:

Initiation Fee:
 _____ x \$5.00 = \$ _____
 (No. of new members)

International Fee:
 _____ x \$15.00 = \$ _____
 (No. of new members)

B Total = \$ _____

A Total + B Total = \$ _____

Mail this report, club roster and check for dues to:
 Campus Civitan
 P.O. Box 130744
 Birmingham, AL 35213-0744





CLUB SELF ANALYSIS

Purpose: The purpose of this self-analysis is to give club members and officers the opportunity to evaluate their club. In addition, it points out those areas of club operation and function that are essential to a successful organization. It will also tend to show those areas in which the members need more education.

Method: Plan a whole club meeting to have the members complete the questionnaire. This will enable them to ask questions and to ensure that it will be completed and returned. After the answers have been tabulated, plan another meeting in order to discuss the results with the members.

Instructions: Answer each question to the best of your ability. You are not required to sign your name.

Name of Club: _____ **Date:** _____

Are you presently a club officer or member of the board of directors? Yes No

1. Club Constitution and Bylaws

- A. Does your club have an updated constitution and bylaws? Yes No
- B. Have you ever seen a copy of them? Yes No
- C. Are you familiar with their provisions? Yes No
- D. Do you have suggestions for changes? _____

2. Club Goals (Does your club have established goals in the following areas?):

- A. Membership Yes No
- B. Projects/Events..... Yes No
- C. Fundraising and Finance. Yes No
- D. Club Awards Yes No
- E. New Club Building Yes No
- F. Other (describe): _____

3. Committees (This includes a “committee” with just a chair):

- A. What committees does the club have?
 - 1. Membership Services Yes No
 - 2. Service Projects Yes No
 - 3. Club Meeting Programs Yes No
 - 4. Bulletins/Newsletters Yes No
 - 5. Fundraising Yes No
 - 6. Sponsoring Civitan Club Involvement Yes No
 - 7. Junior Civitan/Youth Projects Yes No
 - 8. Budget and Finance Yes No
 - 9. Social. Yes No
 - 10. Publicity Yes No
 - 11. Information Technology (web page/email lists). Yes No
 - 12. Awards. Yes No
 - 13. Other (describe): _____

B. Do you feel these committees are effective? _____

4. Club meetings:

- A. Is your club's meeting place conveniently located for the majority of members? Yes No
- B. Is the meeting room isolated from other activities and free of noises and distraction? ... Yes No
- C. Are you able to display a club banner or sign to advertise your meeting place? Yes No
- D. Are members and guests given name badges? Yes No
- E. Do the meetings start and end on time? Yes No
- F. Does the president have a prepared agenda? Yes No
- G. Does the president run the meeting in an orderly fashion? Yes No
- H. Is there a sergeant-at-arms to setup the meeting room and keep order during the meetings? Yes No
- I. Are guests introduced? Yes No
- J. Do greeters welcome people at the door? Yes No
- K. Do normal meetings have a good balance between socializing, business and new idea sharing? ... Yes No
- L. Do you have speakers and programs on a regular basis? Yes No
- M. Are those programs generally entertaining, informative, current and/or pertinent? Yes No
- N. Do you feel the programs are a selling point to prospective members? Yes No
- O. Do you have Civitan education programs regularly? Yes No
- P. Does your club meet.....Once a Month More than Monthly Less than Monthly
- Q. Approximately what percentage of your club membership attends the meetings? _____%
- R. Do you enjoy attending club meetings? Yes No
- S. Comments _____

5. Club board meetings:

- A. Are board meetings held at least once a month?..... Yes No
- B. Do they start on time? Yes No
- C. Do you have difficulty getting a quorum at board meetings?..... Frequently Sometimes Never
- D. Does the president have a prepared agenda? Yes No
- E. Are committee chairs requested to attend board meetings and give reports? Yes No
- F. Does the board review the financial condition of the club at each meeting? Yes No
- G. Does the board review membership attendance/financial obligations at each meeting? Yes No
- H. Do club members attend board meetings? Yes No
- I. Does the board discuss and probe into matters before making a decision? Yes No
- J. Comments _____

6. Social:

- A. Does the club have a year-round social program? Yes No
- B. Does your club have socials Monthly Bimonthly Quarterly Semi-annually Annually Never
- C. Is the social program diversified? Yes No
- D. Are the social functions well attended in relationship to your club's total membership? Yes No
- E. Do you feel that your club has a good social program? Yes No
- F. Comments _____

7. Budget and Finance:

- A. Does the club have a budget? Yes No
- B. Is it reviewed against expenditures and income each month by the board of directors?..... Yes No
- C. Does the club stay within the overall budget? Yes No
- D. Are there periodic revisions in the budget? Yes No
- E. Does the treasurer have difficulty collecting dues and financial obligations from members?..... Yes No
- F. Is there a substantial number of members delinquent in dues? Yes No
- G. Is your club in sound financial condition? Yes No
- H. Comments _____

8. Bulletin/Newsletter:

- A. Does the club have a bulletin/newsletter? Yes No
- B. How often is it published? Weekly Monthly Other
- C. Is it easy to read? Yes No
- D. Does it include the names of club officers? Yes No
- E. Does it contain club activities? Yes No
- F. Does it contain campus activities? Yes No
- G. Does the editor frequently "editorialize"? Yes No
- H. If so, do you feel this is warranted? Yes No
- I. What is your opinion of the bulletin? Excellent Good Fair Poor
- J. Does it stimulate members interest in the activities of the club? Yes No
- K. Comments: _____

9. Club Officers and Directors:

- A. Have club officers been trained for their jobs? Yes No
- B. How do you feel the president is doing? Excellent Good Fair Poor
- C. In what areas do you feel the president could be doing a better job? Describe _____
- D. Rate the officers/board members' support of the president... ..Excellent Good Fair Poor
- E. Do you feel that the Faculty Advisor's assistance is Too much Too little Just Right
- F. Do you feel that the club officers know their jobs? Yes No
- G. Do you feel that club officers are doing Excellent Good Fair Poor
- H. Does your club have difficulty getting candidates to run for club offices? Yes No
- I. Does your leadership tend to come through the chairs? Sometimes Yes No
- J. Are the candidates for office aware of the duties and responsibilities of the position? Yes No
- K. Do you have contested elections? Almost always Occasionally Very seldom
- L. Comments: _____

10. Projects and Activities:

- A. Are prospective projects/activities reviewed by a committee and/or the board of directors (oofficers) before being presented to the club? Yes No
- B. Does your club have a major continuing project? Yes No
- C. Are your service projects primarily check writing? Yes No
- D. Do your activities involve a substantial amount of member participation? Yes No
- E. Does this participation generally involve the same group of members? Yes No
- F. Do you have difficulty getting members to participate in activities? Yes No
- G. Does your club have a number of small service projects? Yes No
- H. Do you have on-campus projects that draw attention to your club? Yes No
- I. Do you have projects with your sponsoring Civitan club? Yes No
- J. Do you feel that your club is making a significant contribution to its members, campus and the community? Some Yes No
- K. Do you feel that your service projects are newsworthy? Yes No
- L. List three service projects that your club engaged in during the previous 12 months:
 - 1. _____
 - 2. _____
 - 3. _____
- M. Are you satisfied with your club's projects? Yes No
- N. Does your club collaborate with other organizations on projects or activities? Yes No
- O. Comments: _____

11. Fundraising:

- A. Does your club have adequate funds to provide for your regular activities? Yes No
- B. Do you have difficulty in coming up with fundraising projects? Yes No
- C. Do you have difficulty in getting the members to participate in fund raising activities?..... Yes No

- D. List three of your major fund raising projects:
1. _____
 2. _____
 3. _____
- E. Does your club approach the Student Government Association for funding? Yes No
- F. Comments: _____

12. Membership and Retention:

- A. What is your current club membership? _____
- B. Do you feel that this is the size that the club should be? Yes No
- C. If not, what size do you think it should be? _____
- D. Has your club had a net gain or loss in membership in the last year? Gain Loss
- E. When was the last time your club had a formal membership drive? _____
- F. What type was it? _____
- G. Was the membership drive successful? Yes No
- H. How many new members were enrolled? _____
- I. Are your club members interested in bringing new members? Yes No
- J. Does the club have an orientation program for new members? Yes No
- K. Were you given an orientation to the club when you joined? Yes No
- L. Are new members immediately involved in the activities of the club Sometimes Yes No
- M. Are new members encouraged to attend board meetings? Yes No
- N. Is your club using the V.I.P. Awards Programs with new members? Yes No
- O. If so, has it proven successful? Yes No
- P. Does the club follow-up on absentees? Yes No
- Q. If so, how is the follow-up accomplished? Telephone Personal Contact Letter
Other (describe): _____
- R. Does your club use every means of distributing information to members?
Newsletter Webpage Email List Calling Teams
Other (describe): _____
- S. Comments: _____

13. Publicity:

- A. Does your club use traditional formats for on-campus publicity?
Flyers Banners Table Tents in Dining Halls Sidewalk Chalk Newspaper
TV/Radio Bookmarks Brochures Displays Campus Mailings
- B. Does your club have T-shirts? Yes No
- C. Does your club have a Webpage? Yes No
- D. Do your club members wear their Civitan pins daily? Yes No
- E. Does your club make use of off-campus publicity? Yes No

14. Fellowship:

- A. Do you feel that your club is a friendly group? Sometimes Yes No
- B. Are new members made to feel a part of the club? Yes No
- C. Does your club have cliques? Yes No
- D. If so, do you feel that they have. Helped the club Harmed the club Made no difference
- E. Does the club participate in inter-club activities? Yes No
- F. Comments: _____

15. District and International:

- A. Do members attend Civitan district meetings? Yes No
- B. Do members ever assist the Campus Civitan district chair? Yes No
- C. Does your club submit for International Awards? Yes No

16. What do you consider to be your club's basic problems?

17. How would you solve these problems?

18. What do you consider to be your club's greatest selling points?

19. What changes or improvements (if any) would you make in your club?



CAMPUS CIVITAN AWARDS PROGRAM

Applications must be received at Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983, USA, no later than *February 1*.

Campus Civitan awards will be judged by a panel of community and civic leaders with experience with various groups and projects. Awards will be based on the official Campus Civitan year running from January 1 to December 31.

All awards judging will be based on service, knowledge and fellowship of the past year's activities only. Individuals may compete in only one category. All nominations must be included in one (1) standard 8 1/2 by 11 inch notebook no thicker than one inch, with the proper cover sheet (provided on the following page). While you should not overstuff the notebook, do not be brief. The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular area.

For example, if the criteria regards participation of members, then the first page of this section would include the number of members in your club, the number of members participating in the project, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria asks for information regarding organization involved in a project, compile a time line of the activities involved to conduct the event. Elaborate on the preparation involved as well as literature, promotion and activities. Publicity is defined as newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

CAMPUS CLUB OF THE YEAR

This award recognizes the top two (2) clubs which have proven to be outstanding through the organization of projects, participation in the district and international activities and through growth of the club numerically or internally. Nominations should be made by the club president or district Campus Civitan Chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation). First and second places will be awarded.

Judging criteria: community and campus projects- 35%; participation in district and international projects- 20%; publicity received- 15%; participation with another club (Civitan, Campus Civitan or Junior Civitan)- 15%; growth (numerical or internal)- 10%; neatness and presentation- 5%.

OUTSTANDING NEW CLUB

This award recognizes the top new club (chartered no longer than two years as of the awards deadline) that has proven to be outstanding through the organization of projects, participation in the district and international activities and through publication of club activities. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation).

Judging criteria: community and campus projects- 40%; participation in district and international projects- 20%; publicity received- 20%; participation with another club (Civitan, Campus Civitan or Junior Civitan)- 15%; neatness and presentation- 5%.

Continued...

SERVICE PROJECT OF THE YEAR

This award recognizes the top two (2) clubs with an outstanding project (community or campus) during the year. Nominations should be made by the club president or district Campus Chair. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). First and second place will be awarded.

Judging criteria: usefulness of project- 40%; participation of members- 30%; originality of project and organization involved- 15%; publicity received- 10%; neatness and presentation- 5%.

OUTSTANDING JOINT RELATIONSHIP

This award recognizes the Campus Civitan club with the best relationship with another Civitan club over the past year. This relationship may be with another Campus Civitan club, a Civitan club or a Junior Civitan club. An awards committee representing the two clubs should work together to prepare the nomination. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation).

Note: The award year will be based on the Campus Civitan year of January 1 to December 31, regardless of the level (Junior Civitan, Campus Civitan or Civitan) of the co-applicant club.

Judging criteria: usefulness of projects completed together- 30%; fellowship activities- 20%; participation of members from each club at each activity- 20%; originality of activities and organization involved- 15%; publicity received- 10%; neatness and presentation- 5%.

CAMPUS CIVITAN OF THE YEAR

This award recognizes the Campus Civitan member that best exemplifies the ideals and spirit of Campus Civitan. Participation on all levels (club, district, and international) will be considered and information for only the current year should be included. District Campus Chairs or members of the Growth & Development Committee may be nominated only if the nomination does not include activities performed for these specific positions. Nominations may be submitted by club presidents or district Campus Chairs. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation).

Judging criteria: club activities- 35%; district and international activities- 20%; Non-Civitan campus and community activities- 20%; special contributions to his or her club- 20%; neatness and presentation- 5%.

TRAILBLAZER AWARD

This award recognizes the Campus Civitan supporter (and Junior Civitan, Campus Civitan, Civitan) who, through activities over the past year, has shown a commitment to the success of the entire Campus Civitan program and to its growth and development. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation).

Judging criteria: building and recruiting- 30%; development of the Campus Civitan program on the club, district and international levels- 30%; promotion of the Campus program and raising Campus Civitan awareness- 20%; strengthening relations between the three organizations (Junior Civitan, Campus Civitan and Civitan)- 15%; neatness and presentation- 5%.

(Include the coversheet from the following page in the front of your awards notebook)

CAMPUS CIVITAN AWARDS COVERSHEET

Please check the items below corresponding with all award applications included in this notebook. Instructions for completing the awards application are listed at the beginning of the Campus Civitan Awards Program information.

1. _____ Campus Club of the Year

2. _____ Outstanding New Club

3. _____ Service Project of the Year

4. _____ Outstanding Joint Relationship

5. _____ Campus Civitan of the Year

6. _____ Trailblazer Award

Campus Club of the Year

Nomination submitted by: _____

Club Name: _____

This award recognizes the top two clubs that have proven to be outstanding through the organization of projects, participation in district and international activities in general and through growth as a club numerically and internally. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. First and second place will be awarded.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: **DO NOT** overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc. Elaborate on the club's growth numerically and in strength.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Community and campus projects	35%
Participation in district and international activities	20%
Publicity received	15%
Participation with another club (Civitan, Campus Civitan or Junior Civitan)	15%
Growth (numerical and internal)	10%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.

Outstanding New Campus Club

Nomination submitted by: _____

Club Name: _____

This award recognizes the top new club (chartered no longer that two years as of the awards deadline) that has proven to be outstanding through the organization of projects, participation in district and international activities in general and through publication of club activities. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: DO NOT overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc. Elaborate on the club's growth numerically and in strength.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Community and campus projects	40%
Participation in district and international activities	20%
Publicity received	20%
Participation with another club (Civitan, Campus Civitan or Junior Civitan)	15%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.

Campus Service Project of the Year

Nomination submitted by: _____

Club Name: _____

This award recognizes the top two clubs with an outstanding project (community or campus) during the year. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. First and second place will be awarded.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: DO NOT overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc. Elaborate on the club's growth numerically and in strength.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Usefulness of Project	40%
Participation of members	30%
Originality of project and organization involved	15%
Publicity received	10%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.

Outstanding Joint Relationship

Nomination submitted by: _____

Club Name: _____

This award recognizes the Campus Civitan Club with the best relationship with another Civitan club over the past year. This relationship may be with another Campus Civitan Club, a Civitan club, or a Junior Civitan club. An awards committee representing the two clubs should work together to prepare the nomination. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. **Note:** This award will be based on the Campus Civitan year of January 1 to December 31, regardless of the level (Junior Civitan, Campus Civitan, Civitan) of the co-applicant club.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: **DO NOT** overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc. Elaborate on the club’s growth numerically and in strength.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Usefulness of projects completed together	30%
Fellowship activities	20%
Participation of members from each club at each activity	20%
Originality of activities and organization involved	15%
Publicity received	10%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.

Campus Civitan of the Year

Nomination submitted by: _____

Club Name: _____

This award recognizes the Campus Civitan member that best exemplifies the ideals and spirit of Campus Civitan. Participation on all levels (club, district and international) will be considered and information for only the current year should be included. District Campus Chairs and members of the Growth and Development Committee may be nominated only if the nomination does not include activities performed for these specific positions. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: DO NOT overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, how many man-hours were involved, etc. When providing information about man-hours, you should calculate the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Club Activities	35%
District and international activities	20%
Non-Civitan campus and community activities	20%
Special contributions to his or her club	20%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.

Trailblazer Award

Nomination submitted by: _____

Club Name: _____

This award recognizes the Campus Civitan support (Junior Civitan, Campus Civitan, Civitan) who, through activities over the past year, has shown a commitment to the success of the entire Campus Civitan program and to its growth and development. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation). Descriptions, pictures, publicity received, letters of recommendation, etc. are encouraged.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: DO NOT overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, how many man-hours were involved, etc. When providing information about man-hours, you should calculate the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Building and recruiting	30%
Development of the Campus Civitan program on the club, district and international levels	30%
Promotion of the Campus program/raising Campus Civitan awareness	20%
Strengthening relations between Junior Civitan, Campus Civitan and Civitan	15%
Neatness and presentation	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.





CIVITAN INTERNATIONAL CAMPUS HONOR CLUB APPLICATION

This Application is Due February 1

Club Name: _____ Club Number: _____

Advisor for Award Year

Name: _____ Phone: (Day) _____ (Home) _____

Address: _____

City: _____ State/Province: _____ Zip Code: _____

Email: _____

Club President for Award Year:

Name: _____ Phone: (Day) _____ (Home) _____

Address: _____

City: _____ State/Province _____ Zip Code: _____

Email: _____

Upon completion of this form, it should be mailed to international headquarters to be received no later than **February 1**. Supporting material should be attached on sheets no larger than 8 1/2 x 11 inches.

CATEGORY 1: SERVICE

Clubs must report one project in each of the five areas: (A) youth; (B) service to mentally and physically handicapped; (C) community service; (D) fund raising; and (E) project benefiting the Civitan International Research Center (Theme/Barnyard Dinner). **One of the projects in Sections A - D must be in conjunction with another Campus, Junior or Civitan club (please indicate this in the projects description). A project may not be listed in more than one category.**

A. Youth:

1. Month and year of project: _____

2. Project name: _____

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) _____

Club Name: _____

B. Service to Mentally and Physically Handicapped:

1. Month and year of project: _____

2. Project name: _____

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) _____

C. Community Service:

1. Month and year of project: _____

2. Project name: _____

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) _____

Club Name: _____

D. Fund Raising:

1. Month and year of project: _____

2. Project name: _____

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) _____

E. Project benefiting the Civitan International Research Center:

It is recommended for this section that you participate in the Campus Civitan International Program known as the Theme or Barnyard Dinner. At least 50% of the money raised should go to the Research Center, with the other 50% benefiting another charity.

1. Month and year of project: _____

2. Project name: _____

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) _____

Club Name: _____

CATEGORY 2: KNOWLEDGE

A. **Speaker or Program:** Description of outside speakers/topics or program that were featured at club meetings. At least two programs required.

1. Speaker: _____

General Topic: _____

2. Speaker: _____

General Topic: _____

B. **Club Education Programs:** Description of programs at regular/special meetings telling of the history of Civitan. Primary emphasis should be placed on educating members on the club's history and past achievements. At least one program required.

CATEGORY 3: FELLOWSHIP

Of the items below, a **minimum of 7** are required in this category. Please indicate items completed with a check mark.

- 1. Fellowship time before/after meeting
- 2. Welcoming Committee
- 3. Mystery Greeter
- 4. Inter-club meetings
- 5. Club visitations
- 6. Social activities
- 7. All guests greeted by members
- 8. Follow-up letter sent to each guest
- 9. Guests supplied with nametags
- 10. All guests introduced during meetings
- 11. New members placed on committees after joining
- 12. Calling committee
- 13. Other _____

Club Name: _____

CATEGORY 4: CLUB MANAGEMENT

All items required in this category.

1. All officers trained: Yes No Date: _____
 President Vice President Secretary Treasurer
2. Club had active Board of Directors (attach list)
3. Membership roster published by club (attach copy)
4. Bulletin/newsletter published regularly (attach copy)
5. Budget adopted by club (attach copy)
6. Constitution and Bylaws adopted
7. Club had on-going new member orientation program
8. Members encouraged to wear lapel pins
9. Banner displayed at all meetings
10. Club held one or more membership recruitment meetings

CATEGORY 5: MEMBERSHIP

Club must show a membership increase for the award year. (The club's dues report will be utilized in verifying a club's annual membership.)

1. Club's starting membership for the award year _____
2. Club's ending membership for the award year _____

I have reviewed the application and believe the contents are accurate.

Date: _____

(President's signature)



(Advisor/Sponsoring Club signature)





