

# Inviting a Member of the Board of Directors

## (to attend your district meeting or convention)

International board members are in great demand for appearances at district functions; frequently, several invitations are received for the same event. Therefore, we must coordinate travel through the Civitan World Headquarters to avoid costly duplication of resources.

**Invitations will only be considered if received in writing, using the attached form.**

Complete the attached and mail to:

Rosemary Smith, Director  
Development & Administrative Services  
Civitan International, Inc.  
P. O. Box 130744  
Birmingham, Alabama 35213-0744 U.S.A.  
Questions, telephone 205/591-8910, ext.108

Email: [rosemarysmith@civitan.org](mailto:rosemarysmith@civitan.org)

Fax: 205/592-6307

### Suggestions

1. **Civitan International board policy prohibits an individual serving as President-Elect, President, and then Immediate Past President from accepting an invitation (at Civitan International's expense) from the same district more than one time during their three-year tenure on the board.** If a district requests the same person for more than one occasion over the three-year period, it would be the district's responsibility to fund travel and all meeting expenses associated with a confirmed visit. It is seldom possible for an international director to visit a district more than one time a year. Please coordinate all activities with club and district individuals to ensure full utilization of the individual's time and talent.

2. The individual will pay travel expenses to and from your district from his or her travel budget. The exception would be as noted in #1, above.

3. Most districts provide hotel accommodations, registration fees, and costs of special meals for the individual and spouse, if invited. While this is not required and sometimes cannot be done by smaller districts, it is much appreciated if your district's budget allows for funding.

4. When selecting hotel accommodations, most individuals prefer moderately priced rooms. Expensive suites are rarely necessary. You should discuss the room size with the individual receiving the invitation. When planning a district-wide meeting or convention, remember the hotel may provide a complimentary suite as a courtesy -- however, you must ask or you will get nothing.

5. If the individual will be asked to pay hotel room costs, please check with him or her in advance concerning the type of hotel accommodations preferred.

6. Plan carefully to get maximum public relations exposure. Media information is available on the Civitan website at <http://civitan.org/member-resource-center/organizational-info/board-of-directors/> Additional information beyond that provided online may be obtained by contacting the PR Department at Civitan International.

## Special Courtesies

1. Please give the individual (and spouse) time to rest. Regular travel becomes tiring, and it is hard work. Your guest will do a better job if he or she is well rested. Also, the individual may need time to collect his or her thoughts, review his or her speech notes, etc.

2. Please remember that most individuals, like most of you, work full-time in a professional setting that may place constraints on travel days and the length of time allowed to spend away from their offices. Please be flexible regarding arrival and departure times, and if at all possible, **when** the individual will appear on your meeting schedule to perform the duties outlined in your invitation.

3. Individuals receive numerous invitations. For instance, the international president annually receives approximately 35 invitations to meetings and conventions. This does not include board meetings, the international convention, governors' update, and other meetings scheduled throughout the year. About 85 percent of invitations received are accepted. With this in mind, we ask special consideration from all Civitans to refrain from soliciting funds from the individual for fund raising raffles, sergeant-at-arms fines, etc. One dollar is not a lot of money; however, when one travels to districts and clubs often, it can really add up. Money solicited for a local fund raising project cannot be reimbursed from the international budget. Based on information received from several current and past board members, out-of-pocket expenses for fines, raffles, etc. can easily cost over \$2,000 (U.S.) each year.

We request that you pass along this information to everyone in your district prior to the board members' arrival. Our volunteer leaders have problems saying "no" at times because of their giving nature. Additionally, we do not want to see a qualified, outstanding Civitan refrain from running for an international office because of monetary constraints. Therefore, we also request you give this same consideration to all candidates for international office.

4. You do not need to complete an invitation form for candidates. The candidate will contact you most likely to check on an appropriate time and event to address your district's delegates. Candidates pay their own expenses, obviously. We request you be considerate of all candidates and schedule time in your meeting for them to address the Civitans in attendance. Please ask candidates how much time they need; 15-20 minutes should prove sufficient for each candidate.

## Notification of Acceptance

If the individual's schedule permits, the invitation to visit your district will be confirmed in writing by Civitan International. Most requests are handled promptly within a two-week period.

**Exception:** Invitations extended for district conventions are reviewed by the international board of directors at the spring meeting each year (usually scheduled in March). Following that meeting, you will receive a response to your invitation.

# Invitation Request

Invitation extended for the following individual:

Invitation extended by: (Name)  
(District)  
(Address)

**This is a formal invitation request.  
The purpose of this visit:**

1. Requested arrival and departure dates for the individual:  
Arrival \_\_\_\_\_ Departure \_\_\_\_\_
2. The spouse of the individual is invited.  Yes  No
2. Exact location in which the event will be held:  
Hotel/Meeting Facility \_\_\_\_\_  
City/State/Country \_\_\_\_\_
3. The district will pay hotel accommodations, registration fees, and any special meals or events for the individual.  Yes  No
4. Contact person: (most often the individual making the request)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Email: \_\_\_\_\_ @ \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ :

(Please contact your district public relations manager for media assistance. Sample media information is available online at [www.civitan.org](http://www.civitan.org). Additional assistance may also be obtained by contacting the Civitan International public relations department.)

*The following page must accompany this invitation before consideration is given to the request. Mail, email or fax both pages to: Rosemary W. Smith, Director of Development & Administrative Services, Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744. Telephone (205) 591-8910, ext. 108, email: [rosemarysmith@civitan.org](mailto:rosemarysmith@civitan.org), fax: 205/592-6307.*

*Signature*

## *The details.....*

Specific duties we wish the individual to perform:

Appropriate dress for each event (include dress for spouse, if invited):

Provided below is a detailed itinerary for the individual invited:  
(Use additional pages if necessary.)

*Example: Day 1, Friday, Jan. 3. Individual arrives prior to noon. Will be greeted at the airport by Civitan club president and driven to hotel. 3:00 p.m. meeting with district governor.*

*6:30 p.m. district convention opening ceremonies. Individual will be keynote speaker and should arrive on-site no later than 6:15.*