

# CIVITAN INTERNATIONAL Campus Honor Club Application

*This Application Due February 1*

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_

## Advisor for Award Year

Name: \_\_\_\_\_ Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Club President for Award Year:

Name: \_\_\_\_\_ Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code: \_\_\_\_\_

Upon completion of this form, it should be mailed to World 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 (Mandatory)

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.) \_\_\_\_\_

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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.) \_\_\_\_\_

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**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.) \_\_\_\_\_

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Club Name \_\_\_\_\_

**D. Fundraising:**

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.) \_\_\_\_\_

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**E. Project benefiting the Civitan International Research Center:**

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.) \_\_\_\_\_

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Club Name \_\_\_\_\_

## Category 2: Knowledge (Mandatory)

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

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. **List one program.**

1. \_\_\_\_\_

\_\_\_\_\_

## Category 3: Fellowship

Of the items below, a minimum of 7 are required in this category. Please list 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 \_\_\_\_\_
- 14. Other \_\_\_\_\_

Club Name: \_\_\_\_\_

## Category 4: Club Management (All Items Mandatory)

1. All officers trained: \_\_\_\_\_ 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. Member encouraged to wear lapel pins
9. Banner displayed at all meetings
10. Club held one or more membership recruitment meetings

## Category 5: Membership (Mandatory)

Club must show a membership increase for the award year. (The club rosters will be utilized in verifying a club's beginning/ending year membership)

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

- Updated 8/99

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

Date \_\_\_\_\_

\_\_\_\_\_  
(President signature)

\_\_\_\_\_  
(Advisor/Sponsoring Club signature)