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)