



Civitan International Honor Club Application

**Deadline
DECEMBER 1**

Club's president will receive Distinguished President recognition if Honor Club is achieved and the president sponsors a minimum of one (1) new member during award year.

Instructions: To complete this application in Adobe PDF form-fill, save a copy to your computer, complete your entries and save your completed application. Email as an attachment to awards@civitan.org. If you wish to complete a hand-written form, print and mail your completed application to the address indicated below.

Club Name: _____
District Name: _____
District Number: _____ Club Number: _____
Club President's Name (for award year): _____
Application Completed by: _____
Daytime Telephone: _____
E-mail: _____

Membership Increase: _____ Award Year: _____
Beginning membership October 1: _____
Ending membership September 30: _____
Increase in Membership: _____

As of the end of the Civitan year, our Civitan club has an increase in membership; has completed the requirements below; and acknowledges that our Civitan club is considered a club in good standing including all officers trained, all dues and fees paid up-to-date; and are applying for (select only one):

- Honor Club:**
Net increase of 1 to 5 members
- Honor Club of Excellence:**
Net increase of 6 to 14 members
- Honor Club of Distinction:**
*Net increase of 15 or more members
OR achieved net increase AND sponsored a new Junior, Campus or adult Civitan club*

Club Building:

- Charter/Sponsor a new Civitan club Name of new club _____ Charter Date: _____
- Charter/Sponsor a new Campus Civitan club: Name of new club _____ Charter Date: _____
- Charter/Sponsor a new Junior Civitan club: Name of new club _____ Charter Date: _____

CATEGORY 1: Club Recruitment and Retention (Minimum of 5 items required)

Club Recruitment/Retention Activities (Club recruitment and retention is important to the longevity of the Civitan club):

- 1. Held at least two recruitment meetings
- 2. Held ongoing New Member Orientation program
- 3. At least one member qualified as Member Sponsorship Team (MST) *
- 4. At least one member qualified as Distinguished Sponsorship Team (DST) *
- 5. Guests introduced during meetings
- 6. Follow-up letter or club bulletin/newsletter sent to guests
- 7. Club successfully retained 85% or more, of the members listed on the International roster at the beginning of the Civitan year (October 1)
- 8. Achieved member additions equaling 20% of the total members at the beginning of the Civitan year (October 1)
- 9. Achieved Golden Circle Status during the year or maintained status at year end
- 10. At least one member sponsors his or her first Civitan member and receives a "First Member Pin" (Sponsor-a-Member program) *

* For more information: <http://civitan.org/member-resource-center/recruitment-club-building/sponsorship-awards/>

CATEGORY 2: Service and Fundraising Projects (Minimum of 9 projects required, No. 11 may count up to 3)

- 1. Project Name: _____ Month/Year of Project: /
- 2. Project Name: _____ Month/Year of Project: /
- 3. Project Name: _____ Month/Year of Project: /
- 4. Project Name: _____ Month/Year of Project: /
- 5. Project Name: _____ Month/Year of Project: /
- 6. Project Name: _____ Month/Year of Project: /
- 7. Project Name: _____ Month/Year of Project: /
- 8. Project Name: _____ Month/Year of Project: /
- 9. Project Name: _____ Month/Year of Project: /
- 10. Project Name: _____ Month/Year of Project: /
- 11. And/or Civitan International promoted fundraisers: Candy Box Coin Box Claxton Fruitcake

Completed application accepted no later than **December 1** (Note: Districts may have an earlier deadline)

Email to awards@civitan.org or mail to Civitan International Honor Club • P. O. Box 130744, Birmingham, AL 35213-0744 USA

CATEGORY 3: Knowledge, Fellowship and Club Administration

Knowledge – Sections A and B (Minimum of 8 items required)

A. Speaker or Program: Description of speakers and/or club education program and the title or topic featured at club meetings:

- 1. Club Education Program/Topic: _____
- 2. Club Education Program/Topic: _____
- 3. Speaker/Topic: _____
- 4. Speaker/Topic: _____
- 5. Speaker/Topic: _____
- 6. Speaker/Topic: _____
- 7. Speaker/Topic: _____
- 8. Speaker/Topic: _____
- 9. Civitan Awareness (April): _____
- 10. Clergy Appreciation Program (February): _____

B. District/International Educational Programs: Description of meeting/seminars attended outside of regular club meetings, i.e. international seminars, international convention, district convention, district-wide meetings, area meetings, district leadership meetings, Civitan computer based education. (Required officer training is not included)

- 11. _____ Date of Meeting Attended: _____
- 12. _____ Date of Meeting Attended: _____
- 13. _____ Date of Meeting Attended: _____
- 14. _____ Date of Meeting Attended: _____

Fellowship (Minimum of 6 items required)

- 1. Fellowship time before/after meeting
- 2. Visits to other clubs
- 3. Greeting Cards sent to members (mail or email)
- 4. Celebrate Club/Member Anniversary
- 5. Social Activities: Picnic/Cookout Game Night Bowling Golf/Putting Progressive Dinner
- 6. Additional Social Activities:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

Club Administration/Marketing/Recognition (Minimum of 8 items required)

Club Administration

- 1. Club had active Board of Directors
- 2. Bulletin/newsletter published regularly
- 3. Committee chairpersons appointed
- 4. Printed agendas distributed at meetings
- 5. Membership roster published by club
- 6. Club-adopted operating budget
- 7. Banner displayed at meetings
- 8. Bell and gavel used at club meetings

Marketing/Publicity

- 9. Club-published marketing materials (brochures, flyers, meeting invitation cards)
- 10. Maintained club web site and updated quarterly:
List web address: _____

- 11. Articles in local or regional newspaper or magazine and/or PSA's (TV or Radio)
- 12. Billboards placed

Awards/Recognition

- 13. New VIP member(s)
- 14. New Civitan Creed Club member(s)
- 15. Annual awards installation banquet date: _____

CATEGORY 4: Civitan International Charitable Support Activities (Minimum of 3 programs required)

- 1. Civitan Shropshire Fellow Contribution
- 2. Civitan Research Center Fellow Contribution
- 3. Civitan Sustaining Research Center Fellow Contribution
- 4. Civitan Freedom Fellow Contribution
- 5. Junior Fellow Program Contribution
- 6. Junior Research Center Fellow Program Contribution
- 7. Achieve Helmsman Level or above in Civitans at the Helm Program
- 8. Club Member(s) in President's Council
- 9. Club Member(s) in Legacy Society (Planned Gift/Will)
- 10. Junior Civitan Sno-Do Contribution
- 11. Junior Civitan Dance-a-Thon Contribution
- 12. Unrestricted Fund Contributions to Civitan International

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