



Outstanding Club Newsletter Official Awards Application

Completed application accepted
no later than December 1.
Mail to:
Civitan International
Awards Program
One Civitan Place, P.O. Box 130744
Birmingham, AL 35213-0744

Club Name: _____ Club Number: _____

City: _____ State/Province: _____

District Name: _____ District Number: _____

Name of Newsletter: _____

Website Address: _____

Club President for Award Year: _____

Telephone # B _____ R _____ E-mail _____

Newsletter Editor/Publisher for Award Year: _____

Telephone # B _____ R _____ E-mail _____

Application completed by: _____

Telephone # B _____ R _____ E-mail _____

As of the end of the Civitan award year, our club acknowledges that it is considered a club in good standing including all officers trained and all dues and fees paid up-to-date. YES NO

Club Meets: weekly bi-weekly

Published: weekly bi-weekly monthly Issues per year: _____

This application must be accompanied by four (4) of the best issues for the awards year. Award applications are to be submitted individually. Do not combine multiple applications into one binder. Forward completed application to Civitan International **by December 1**. It is recommended that a copy be sent to the Immediate Past Governor. Bulletins will be judged on the basis of:

Newsworthy content 60%
The newsletter should cover items of timely interest that concern club members, their activities, the programs and actions required of members. Emphasis should be upon information that will assist the members in achieving the objectives set forth for the club.

Contribution to Programs 10%
Although a newsletter may entertain with jokes and gossip, its primary function is to inform members of programs and news related to the club, district, and Civitan International. Strong, consistent coverage of programs as well as persuasive and informative articles is needed for a winning newsletter.

Timeliness 10%
Newsletters should be issued on a regular basis as often as the club meets, and they should be distributed to every member.

Readability 10%
Type size and styles should be selected for maximum readability, and should be reproduced clearly. Writing clarity enters into this consideration, with maximum emphasis being placed upon clear, concise, and complete expression.

Format 5%
The newsletter may be of any physical size and shape that is conducive to good communication, but it should incorporate the following elements: name of the Civitan club, address of club (or secretary), date of issue, meeting time/place, roster of officers, and a Civitan emblem.

Attractiveness 5%
Neatness and taste in the selection of type and illustrations are essential.