Outstanding District 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

District Name: _____ District Number: _____

District Newsletter Name: _____

Website Address: _____

Governor 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 district acknowledges that it is considered a district in good standing including all officers trained and all dues and fees paid up-to-date. ❑ ***YES*** ❑ ***NO***

Published: ☐ monthly ☐ quarterly Issues per year: _____

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

Newsworthy content …… 60%
The newsletter should cover items of timely interest that concern clubs and club members, and support the program and goals of the district and Civitan International. Personal and social news are permissible, but the major emphasis should be on the programs of Civitan. An important feature of the newsletter should be the recognition of outstanding clubs and individuals.

Contribution to Programs …… 10%
The major objective of the district newsletter is to inform, instruct, and motivate club members and club leaders in the work of Civitan. Strong, consistent coverage of programs and projects that both inform and persuade clubs to participate is vital to the function of the district newsletter. Recognition of successes by clubs and individuals is an integral part of the program contribution that district newsletters can make.

Timeliness …… 10%
Newsletters should be issued as often as necessary, although quarterly issuance is mandatory for participation in the awards program. At least four consecutive issues must be submitted for judging.

Readability …… 10%
Type size and styles should be selected with a view to 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%
Any format, from full newspaper or magazine style to a sheaf of neatly reproduced paper, is acceptable as long as other criteria are fully met. Mandatory items in the format include: name of publication, name of district, address of district (or governor), date of issue and Civitan emblem.

Attractiveness …… 5%
Neatness and taste in the makeup, type selection, and style of the publication are essential. An inviting layout that encourages readership is an important consideration.