



# Outstanding New Club 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: \_\_\_\_\_

Charter Date: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

**Club President for Award Year:** \_\_\_\_\_

Phone # B (\_\_\_\_) \_\_\_\_\_ R (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Application completed by:** \_\_\_\_\_

Phone # 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

Complete this form and forward it 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.

Any Civitan club less than two (2) years old may be eligible for this award. However, only those projects or activities occurring during the period commencing with October 1 and concluding with September 30 of the award year will be considered. Clubs will be judged on activities for the year in which it chartered or for those during their second full year of operation, **but not both**.

*From among the Outstanding New Club Award applications, one club will be chosen as the best new club. The club chosen as the "Best New Club" in the organization will have included activities of a comprehensive year of work, while at the same time showing how the club served the needs of both the community and its members.*

Judging will be based on the percentages allocated as follows:

Community Service .....	35%
Civitan Projects .....	15%
Membership.....	15%
Awareness.....	10%
Meetings.....	10%
Fellowship .....	10%
Management .....	5%

**I. Membership:** Club must have achieved a membership increase for the award year.

Club's charter membership or membership on October 1 of award year: \_\_\_\_\_

Club's September 30 ending membership for award year: \_\_\_\_\_

Number of charter members remaining in club at the completion of award year: \_\_\_\_\_

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

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

**II. Service Projects:** List and describe at least two community service activities undertaken by club during award year. Clubs are strongly encouraged to engage or develop projects unique to their communities.

A. Project Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Brief Description: \_\_\_\_\_  
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B. Project Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Brief Description: \_\_\_\_\_  
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(Add Supplemental Pages as Necessary)

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

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

**III. Civitan Project Participation:** List and describe at least two district and international projects or programs which club adopted or participated in during award year, including Junior Civitan, district projects and/or fundraisers.

1. Program/Project: \_\_\_\_\_  
Date: \_\_\_\_\_

2. Program/Project: \_\_\_\_\_  
Date: \_\_\_\_\_

In addition to projects listed above, it is **mandatory for club to support a minimum of two of the following Civitan International Foundation programs:**

- 1. Candy Box (must be revenue positive)
- 2. Coin Box
- 3. Shropshire Fellows Program (minimum contribution of \$250)
- 4. Civitan Research Center Fellows Program (minimum contribution of \$250)
- 5. Junior Fellows Program (minimum contribution of \$100)
- 6. Civitans at the Helm (includes Breakthru Golf Benefit and Putt-N-Chip)
- 7. President's Council (10% member participation)
- 8. Unrestricted Fund contributions (\$100 minimum)
- 9. Sno-Do contributions (\$100 minimum)
- 10. Dance-a-thon contributions (\$100 minimum)



**For Canadian Clubs Only**

- 11. Contributions to the Civitan International Foundation of Canada (minimum contribution of \$100)
- 12. Contribution to the Civitan International Foundation of Canada Fellow program (minimum contribution of \$250)

**IV. Community/Civitan Awareness:** List variety and frequency of speakers and programs designed to increase member knowledge of their community and of the organization.

**A. Community oriented speakers/programs:**

1. Speaker: \_\_\_\_\_ Date: \_\_\_\_\_  
Topic: \_\_\_\_\_

2. Speaker: \_\_\_\_\_ Date: \_\_\_\_\_  
Topic: \_\_\_\_\_

**B. Civitan-related speakers/programs:**

1. Speaker: \_\_\_\_\_ Date: \_\_\_\_\_  
Topic: \_\_\_\_\_

2. Speaker: \_\_\_\_\_ Date: \_\_\_\_\_  
Topic: \_\_\_\_\_

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

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

**V. District and International Educational Programs:** List all meetings, workshops and seminars at which club was represented. **(Mandatory: attendance at district convention.)**

1. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_ Number of members attending: \_\_\_\_\_

2. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_ Number of members attending: \_\_\_\_\_

3. Club represented at district convention. Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Number of members attending: \_\_\_\_\_

**VI. Fellowship:** List all club activities designed to enhance member goodwill and commitment, including socials, fellowship time before and after meetings, etc.

- 1. Fellowship time before/after meeting
- 2. Visits to other clubs
- 3. Guests introduced during meetings.
- 4. Follow up letter or club bulletin sent to each guest.
- 5. Greeting Cards sent to members (mail or email)
- 6. Celebrate Club/Member Anniversary
- 7. Social Activities:  Picnic/Cookout  Game Night  Bowling  Golf/Putting  Progressive Dinner
- 8. Other Social Activities:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**VII. Club Management:** All items mandatory

- 1. All officers trained
- 2. Club had active Board of Directors
- 3. Bulletin/newsletter published regularly
- 4. Committee chairpersons appointed
- 5. Membership roster published by club
- 6. Club-adopted operating budget
- 7. Banner displayed at meetings
- 8. Club-published marketing materials (brochures, flyers, meeting invitation cards) or maintained club website: List web address: \_\_\_\_\_
- 9. Club held two or more Membership Recruitment meetings.
- 10. Club held ongoing new member orientation.
- 11. Club had at least two fundraising projects (list below):
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_