



Dr. Courtney W.
Shropshire
Outstanding
Civitan 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: _____
 City: _____ State/Province: _____
 District Name: _____ District Number: _____
 Website Address: _____

Club President 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

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.

Applicants for the **Dr. Courtney W. Shropshire Outstanding Club** award should note that judging criteria parallel that of the Honor Club award. However, the club chosen as the most outstanding in the organization should include 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.

The judging panel will select a winning club along with two runners-up. The club chosen as the **Dr. Courtney W. Shropshire Outstanding Club** winner will receive a specially designed award and banner to be presented annually during the Civitan International Convention.

Judging will be based on the percentages allocated as follows:

Community Service	50%
Knowledge.....	10%
Fellowship	10%
Management	10%
Membership.....	10%
Charitable Support Activities	10%

Club Name: _____

Club Number: _____

Part I: Community Service (50 points maximum)

Clubs should list as many outstanding community service projects as were undertaken during the awards year. Judging will be based upon the quality of the effort as well as its impact on those being served. Special consideration will be given to those projects of a hands-on nature.

Clubs should utilize the format below in describing their projects/activities and may attach as many sheets as necessary to demonstrate a year's work.

Project Number: _____ **Name of Project:** _____

Month and Year of Project: _____

Concise description of project (including organizing, benefit to the community, number/percentage of club members participating, duration of projects, tangible results, etc.): _____

Project Number: _____ **Name of Project:** _____

Month and Year of Project: _____

Description of project: _____

(Add Supplemental Pages to List Additional Projects)

Club Name: _____

Club Number: _____

Part II: Knowledge (10 points maximum)

Clubs have a responsibility to provide opportunities for members to become aware of the needs of their communities and to provide information on topics of importance to people universally. At the same time, members should avail themselves of programs of an educational nature—those that will help them become more capable volunteer leaders, as well as those that may assist them in their professional or social pursuits.

A. Outside (non-Civitan) Speakers or Programs (emphasis is placed upon the variety and frequency of the programs offered at club meetings). List a full year’s slate of programs, chronologically:

- 1. Speaker or Program: _____
Topic: _____
Date: _____
- 2. Speaker or Program: _____
Topic: _____
Date: _____
- 3. Speaker or Program: _____
Topic: _____
Date: _____
- 4. Speaker or Program: _____
Topic: _____
Date: _____
- 5. Speaker or Program: _____
Topic: _____
Date: _____
- 6. Speaker or Program: _____
Topic: _____
Date: _____
- 7. Speaker or Program: _____
Topic: _____
Date: _____
- 8. Speaker or Program: _____
Topic: _____
Date: _____
- 9. Speaker or Program: _____
Topic: _____
Date: _____
- 10. Speaker or Program: _____
Topic: _____
Date: _____

(Add Supplemental Pages to List Additional Speakers/Programs)

Club Name: _____

Club Number: _____

B. Club Educational (Civitan related) Programs: List and describe all programs at club meetings relating to the history and ongoing activities of the organization. Special emphasis will be placed on those programs designed to acquaint members with the club's history and past achievements. List all programs chronologically.

- 1. Program: _____
Date: _____
- 2. Program: _____
Date: _____
- 3. Program: _____
Date: _____
- 4. Program: _____
Date: _____
- 5. Program: _____
Date: _____

(Add Supplemental Pages to List Additional Programs)

C. District and International Educational Programs: Describe all meetings/seminars attended outside of regular club meetings, including international conventions, district-wide and area meetings, leadership seminars, club building seminars, etc. Special emphasis is placed upon the number of club representatives attending such functions.

- 1. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 2. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 3. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 4. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 5. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 6. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 7. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 8. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____
- 9. Meeting: _____
Date: _____ Number/Percentage Members Attended: _____

(Add Supplemental Pages to List Additional Programs)

Club Name: _____

Club Number: _____

Category III: Fellowship (10 points maximum)

Of the items below, a **minimum of 10** are required in this category. Please check all items completed.

- 1. Fellowship time before/after meeting
- 2. Visits to other clubs
- 3. Greeting Committee
- 4. Guests supplied with nametags
- 5. All guests introduced during meetings
- 6. Follow-up letter sent to each guest
- 7. Social Activities
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
- 8. Other
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____

Category IV: Charitable Support Activities (10 Points Maximum) (Mandatory Support of at Least Three 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)

Club Name: _____

Club Number: _____

Category V: Club Management (10 points maximum)

- 1. All officers trained (according to International Policy)
- 2. Club had active Board of Directors
- 3. Membership roster published by club (attach copy)
- 4. Bulletin/newsletter published at least monthly (attach one copy)
- 5. Club adopted operating budget (attach copy)
- 6. Committee chairpersons appointed (attach list)
- 7. Club published informational brochure (attached copy) or maintained club website.
List website address: _____
- 8. Banner displayed at all meetings
- 9. Club had ongoing new member orientation program
- 10. Club held two or more Membership Recruitment Meetings
- 11. Club had at least two Fund Raising Projects. Please list.
 - 1. _____
 - 2. _____

Category VI: Membership (10 points maximum)

Club must not only reflect a net membership increase for the award year, but it should also describe all activities designed to share Civitan with others. Special emphasis will be placed on significant membership increases, new club building initiatives, and internal membership recruitment programs.

Club's October 1 membership of award year: _____

Club's September 30 ending membership for award year: _____

Describe all membership activities in detail: _____

(Add Supplemental Pages to List Additional Details)