

# Certification For Chartering a YP Civitan Club

**Club Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

A copy of the club's proposed budget, newsletter or bulletin and Bylaws as approved by the district judge advocate must be attached. It is not necessary to get judge advocate's approval if using Standard Form YP Bylaws, CL153. Please return to: Civitan Interantional YP Program • P.O. Box 130744 • Birmingham, Alabama 35213-0744 • Fax (205) 592-6307 • Email yp@civitan.org

The club will meet: (a) How many times per month: \_\_\_\_\_ (b) Day of week: \_\_\_\_\_ (c) Time: \_\_\_\_\_

(d) Place and address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

If not meeting every week, will the club meet:  1st week  2nd week  3rd week  4th week

## List of Officers

**President:** \_\_\_\_\_

**Directors:**

**President-Elect:** \_\_\_\_\_

Programs: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Membership: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

Fundraising: \_\_\_\_\_

**Billing Contact:** \_\_\_\_\_

Projects: \_\_\_\_\_

Chaplain (optional): \_\_\_\_\_

Publicity/PR: \_\_\_\_\_

Sergeant-at-Arms (optional): \_\_\_\_\_

Other: \_\_\_\_\_

Have all club officers completed training?  Yes  No

**Date of training:** \_\_\_\_\_

The New Club Development Team Leader is: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

The new club has established a bank account at: \_\_\_\_\_

The club's official mailing address is: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

According to Civitan International Policy, no more than:

- three Accredited/Certified Club Builders can be recognized for any one club chartering with 20 to 29 members
- four for any one club chartering with 30 to 39 members
- five for any one club chartering with 40 or more members

The club builders will receive credit for building this club in the order they are listed, unless the governor notifies Civitan International in writing of the change within 30 days after the charter date. For example if the club charters with only 30 members, the fifth builder listed will not be credited as a club builder. The Accredited/Certified Club Builder(s) for this new club and their clubs are:

\_\_\_\_\_  
Name/ Civitan Club

\_\_\_\_\_  
Name/ Civitan Club

\_\_\_\_\_  
Name/ Civitan Club

\_\_\_\_\_  
Name/ Civitan Club

\_\_\_\_\_  
Name/ Civitan Club