

# YP Charter Presentation and Announcement Information

Complete and submit to Civitan International. An announcement of the club's chartering will be sent to the district's club presidents and officers providing the time, location and cost of the charter ceremony. Submit this form to Civitan International *three weeks prior to the charter ceremony*.

Complete Name of New Club \_\_\_\_\_

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

Official Charter Date \_\_\_\_\_

Date of Charter Celebration \_\_\_\_\_ Time \_\_\_\_\_

Location and Address of Charter Celebration \_\_\_\_\_

Type of Ceremony:  Hors d'oeuvre  Breakfast  Lunch  Dinner Other \_\_\_\_\_

Can accommodate approximately \_\_\_\_\_ visiting Civitans and guests other than charter members of the new club.

Cost per person \$ \_\_\_\_\_ Make reservations with \_\_\_\_\_

Name  
Email \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

The Sponsoring Civitan club(s) is \_\_\_\_\_

President of Sponsoring Club(s) \_\_\_\_\_

The Accredited/Certified Club Builders are:

Name \_\_\_\_\_ Trained? Yes  No

Name \_\_\_\_\_ Trained? Yes  No

Name \_\_\_\_\_ Trained? Yes  No

Name \_\_\_\_\_ Trained? Yes  No

Name \_\_\_\_\_ Trained? Yes  No

## Congratulatory messages should be sent to:

New Club President \_\_\_\_\_

New Club Name \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Type of club (check all applicable):

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Meet Weekly        | <input type="checkbox"/> Meet 1st and 3rd Week  |
| <input type="checkbox"/> Lunch     | <input type="checkbox"/> Meet Twice Monthly | <input type="checkbox"/> Meet 2nd and 4th Week  |
| <input type="checkbox"/> Dinner    | <input type="checkbox"/> Meet Monthly       | <input type="checkbox"/> 1 <sup>st</sup> Week <input type="checkbox"/> 2 <sup>nd</sup> Week <input type="checkbox"/> 3 <sup>rd</sup> Week <input type="checkbox"/> 4 <sup>th</sup> Week |
| <input type="checkbox"/> No Meal   |   |   |

\_\_\_\_\_ Day of week