



Civitan International YP Civitan Honor Club Application

**Deadline
DECEMBER 1**

Instructions: To complete this application in MS Word, save a copy to your computer, complete your entries and save your completed application. Email as an attachment to awards@civitan.org. If you wish to complete a hand-written form, print and mail your completed application to the address indicated below.

Club Name: _____
District Name: _____
District Number: _____ Club Number: _____
Club President's Name (for award year): _____
Application Completed by: _____
Daytime Telephone: _____
Email: _____

Membership Increase: _____ **Award Year:** _____
Beginning membership October 1: _____
Ending membership September 30: _____
Increase in Membership: _____

As of the end of the Civitan year, our YP Civitan club has an increase in membership; has completed the requirements below; and acknowledges that our Civitan club is considered a club in good standing including all officers trained, all dues and fees paid up-to-date; and are applying for (select only one):

- Honor Club:**
Net increase of 1 to 5 members
- Honor Club of Excellence:**
Net increase of 6 to 14 members
- Honor Club of Distinction:**
*Net increase of 15 or more members
OR achieved net increase AND sponsored a new Junior, Campus or adult Civitan club*

Club Building:

- Charter/Sponsor a new Civitan club Name of new club _____ Charter Date: _____
- Charter/Sponsor a new Campus Civitan club: Name of new club _____ Charter Date: _____
- Charter/Sponsor a new Junior Civitan club: Name of new club _____ Charter Date: _____

CATEGORY 1: Club Recruitment and Retention (Minimum of 4 items required)

Club Recruitment/Retention Activities (Club recruitment and retention is important to the longevity of the Civitan club):

- 1. Held at least two recruitment meetings
- 2. Held New Member Orientation
- 3. Guests introduced during meetings/projects
- 4. Follow-up email sent to guests
- 5. Club successfully retained 85% or more, of the members listed on the International roster at the beginning of the Civitan year (October 1)
- 6. Achieved member additions equaling 20% of the total members at the beginning of the Civitan year (October 1)
- 7. Achieved Golden Circle Status during the year or maintained status at year end
- 8. At least one member sponsors his or her first Civitan member and receives a "First Member Pin" (Sponsor-a-Member program)*

CATEGORY 2: Service and Fundraising Projects (Minimum of 9 projects required, No. 11 may count up to 3)

- 1. Project Name: _____ Month/Year of Project: /
- 2. Project Name: _____ Month/Year of Project: /
- 3. Project Name: _____ Month/Year of Project: /
- 4. Project Name: _____ Month/Year of Project: /
- 5. Project Name: _____ Month/Year of Project: /
- 6. Project Name: _____ Month/Year of Project: /
- 7. Project Name: _____ Month/Year of Project: /
- 8. Project Name: _____ Month/Year of Project: /
- 9. Project Name: _____ Month/Year of Project: /
- 10. Project Name: _____ Month/Year of Project: /
- 11. And/or Civitan International promoted fundraisers: Candy Box Coin Box Claxton Fruitcake

Completed application accepted no later than **December 1** (Note: Districts may have an earlier deadline)

Email to awards@civitan.org or mail to Civitan International Honor Club • P. O. Box 130744, Birmingham, AL 35213-0744 USA

CATEGORY 3: Knowledge, Fellowship and Club Administration

Knowledge (Minimum of 5 items required)

A. Speaker or Program: Description of speakers and/or club education program and the title or topic featured at club meetings:

- 1. Speaker/Leadership Topic: _____
- 2. Speaker/Networking Topic: _____
- 3. Speaker/Service Topic: _____
- 4. Speaker/General Topic: _____
- 5. Speaker/General Topic: _____

B. District/International Educational Programs: Description of meeting/seminars attended outside of regular club meetings, i.e. international seminars, international convention, district convention, district-wide meetings, area meetings, district leadership meetings, Civitan computer based education. (Required officer training is not included)

- 6. _____ Date of Meeting Attended: _____

Networking (Minimum of 6 items required)

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. Social time before/after meeting <input type="checkbox"/> 2. Visits to other clubs <input type="checkbox"/> 3. Greeting Cards sent to members (mail or email) <input type="checkbox"/> 4. Celebrate Club/Member Anniversary 5. Social Activities: <input type="checkbox"/> Picnic/Cookout <input type="checkbox"/> Game Night
<input type="checkbox"/> Bowling <input type="checkbox"/> Golf/Putting <input type="checkbox"/> Progressive Social | <p>6. Additional Social Activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. _____ <input type="checkbox"/> b. _____ <input type="checkbox"/> c. _____ <input type="checkbox"/> d. _____ |
|--|--|

Club Administration/Marketing/Recognition (Minimum of 6 items required)

Club Administration

- 1. Club had active Board of Directors
- 2. Email update distributed regularly
- 3. Committee chairpersons appointed
- 4. Agendas distributed for meetings
- 5. Membership roster published by club
- 6. Club-adopted operating budget
- 7. Banner displayed at meetings

Marketing/Publicity

- 8. Club published promotional materials
- 9. Maintained club social media presence
List site: _____
- 10. Articles in local or regional newspaper or magazine

Awards/Recognition

- 11. Annual installation party date: _____

CATEGORY 4: Civitan International Charitable Support Activities (Minimum of 2 programs required)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. Civitan Shropshire Fellow Contribution <input type="checkbox"/> 2. Civitan Research Center Fellow Contribution <input type="checkbox"/> 3. Civitan Freedom Fellow Contribution <input type="checkbox"/> 4. Junior Fellow Program Contribution <input type="checkbox"/> 5. Achieve Helmsman Level or above in Civitans at the Helm Program | <ul style="list-style-type: none"> <input type="checkbox"/> 6. Club Member(s) in President's Council <input type="checkbox"/> 7. Club Member(s) in Legacy Society <input type="checkbox"/> 8. Junior Civitan Sno-Do Contribution <input type="checkbox"/> 9. Junior Civitan Dance-a-thon Contribution <input type="checkbox"/> 10. Unrestricted Fund Contributions to Civitan International |
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