

Due no later than February 1

Nomination Form

Campus Civitan of the Year

Nomination submitted by: _____

Club Name: _____

This award recognizes the Campus Civitan member that best exemplifies the ideals and spirit of Campus Civitan. Participation on all levels (club, district and international) will be considered and information for only the current year should be included. District Campus Chairs and members of the Growth and Development Committee may be nominated only if the nomination does not include activities performed for these specific positions. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged.

This is the official nomination form and must accompany entry. Nomination may not exceed standard 8 1/2 by 11 inch notebook. It is important that you be complete: DO NOT overstuff the notebook, but be as descriptive and detailed as possible. Publicity is defined as including newspapers, yearbooks, certificates, awards, club bulletins, calendars, fliers and any means used to inform the public of a project or activity.

The nomination notebook should be sectioned to address each of the judging criteria areas. Tabs work very nicely to separate each section. The first page or two of each section should cover the specifics regarding that particular criterion.

For example, if the criterion regards participation in district and international projects, then the first page of this section should include a chronological list of projects, how many man-hours were involved, etc. When providing information about man-hours, you should calculate the number of hours that individual participated. This includes any time devoted to the project from organizational meetings to wrap-up. If the criteria ask for information regarding projects, give a time line of the projects with descriptions, member participation and results, etc.

All other pages in each section should provide backup for the information summarized in the first few pages. For example, if a high percentage of club members participated, include pictures of the group at work. Provide pictures in sequence with descriptions of the activities involved.

At the beginning or the end of the nomination, always include a one-page statement supporting why the nominee should receive the award. Remember, the judges should be able to easily find the information addressing the judging criteria.

Judging Criteria:

Club Activities	35%
District and international activities	20%
Non-Civitan campus and community activities	20%
Special contributions to his or her club.....	20%
Neatness and presentation.....	5%

Nominations must be received by February 1. This means at the site, not postmarked.

Submit to:

Campus Civitan, One Civitan Place, Birmingham, Alabama 35213-1983.