

# Campus Civitan

## Charter Presentation and Announcement Information

Fill out and send to Civitan International. An announcement is sent to each club president and district officer within the new club's district, giving the time, location and cost of the charter banquet. In order to get this information out in time for them to respond, this information should be at Civitan International three weeks prior to the charter ceremony.

Official name of club \_\_\_\_\_

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

Date of charter celebration \_\_\_\_\_ Time \_\_\_\_\_

Name of Location for charter celebration \_\_\_\_\_

Address of Location for charter celebration \_\_\_\_\_

Type of charter celebration (dinner, lunch, etc.) \_\_\_\_\_

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

Cost per person \$ \_\_\_\_\_ Make dinner reservations with (name) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Telephones: Daytime (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Nighttime (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell(\_\_\_\_)\_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

The sponsoring Civitan club(s) is: \_\_\_\_\_

Name of contact person for questions regarding new club \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Telephones: Daytime (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Nighttime (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell(\_\_\_\_)\_\_\_\_ - \_\_\_\_

### **The club builders principally responsible for building this new club are:**

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

### ***Congratulatory messages should be sent to:***

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

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

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Send to:  
Civitan International, Campus Coordinator

P. O. Box 130744, Birmingham, Alabama 35213-0744

Fax: (205) 592-6307