
Campus Club Chartering Timeline

First Four Weeks

- Q 1. Select the college or university.
- Q 2. Confirm commitment from sponsoring club(s) to build and support the new club.
- Q 3. Confirm commitment from two or three individuals in the sponsoring club to work on the development of the new club until charter.
- Q 4. Sponsoring club should budget needed funds for pre-charter expenses and charter supplies.
- Q 5. Order informational materials from Civitan International.
- Q 6. Form your core group of students and begin on-campus publicity (see Promotion & Advertisement).
- Q 7. Arrange a meeting with the dean of student affairs to discuss school chartering regulations, ways to publicize to students, faculty and student recommendations/contacts, and how Civitan can benefit the campus.
- Q 8. When five to eight prospects have committed to attend, carefully plan and conduct the first pre-charter meeting. Be sure to ask prospects to join, collect *Applications for Charter Membership*, initiation fee, annual dues and ask them to bring a minimum of two guests each to the next meeting. Announce charter presentation date approximately eight weeks from first meeting. **A minimum of 25 members must join before the charter is presented.**
- Q 9. After the first meeting (provided you have five or more joining), mail the *Request for Organizational Authority* to the Campus Coordinator at Civitan International and send a copy to your district governor.

Second Four Weeks

- Q 10. Submit the *Campus Civitan Banner Order Form* to Civitan International as soon as possible.
- Q 11. Continue to hold weekly pre-charter meetings until the charter presentation.
- Q 12. After signing 20 or so members, plan and hold the official organizational meeting to elect officers and adopt the constitution and bylaws. Samples of the *Campus Constitution and Bylaws* are available through Civitan International. After the new club's constitution and bylaws are adopted, you must mail a copy to Civitan International.
- Q 13. Plan the charter presentation and notify all who are to be a part of the program. Submit the *Campus Civitan Charter Presentation and Announcement Information* and the *Request for Charter Supplies* to Civitan International.
- Q 14. Start planning and implementing community and campus service projects with the new officers to keep the members active and interested.

- Q 15. Contact Civitan International's Campus Coordinator to receive the club's Tax Identification Number. (U.S. clubs only.) The charter date must be set.
- Q 16. Establish the club's bank account and submit a proposed club budget to Civitan International (see Establishing a Campus Civitan Bank Account.)

Third Four Weeks

- Q 17. Train the new officers prior to charter presentation.
- Q 18. Acquire a permanent on-campus post office box mailing address.
- Q 19. Submit a sample copy of the club newsletter or bulletin to Civitan International.
- Q 20. Send the following to Civitan International **at least three weeks prior to charter presentation**: *Charter Membership List*, along with the *Charter Membership Applications*, appropriate initiation fees, International dues, and the *Certification for Chartering a Civitan Club*.
- Q 21. Conduct the charter presentation ceremony.
- Q 22. Meet with the new club president to plan the first meeting after charter presentation.
- Q 23. **Have a member of the sponsoring club and at least one club builder attend every meeting.**

This timeline is only a guide. Items should be followed in a time schedule that works most effectively for the new Campus club. It is highly encouraged that the charter process not be delayed or dragged out for too long. This WILL result in college students losing interest!

Experience indicates that Campus Clubs with memberships of 40 to 75 are more effective than larger or smaller new clubs. However, that decision is strictly a local decision based on local needs.