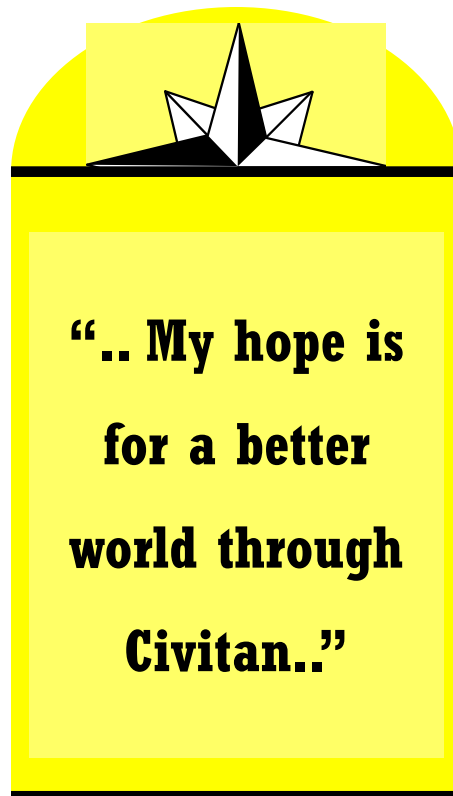


# **Campus Civitan 2013 – 2014 Administrative Manual**



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***Making Connections***

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## **The Civitan Creed:**

I AM CIVITAN: as old as life, as young as the rainbow, as endless as time.

MY HANDS do the work of the world and reach out in service to others.

MY EARS hear the cry of children and the call throughout the world for peace, guidance, progress, and unity

MY EYES search for others to join in the fellowship and service of Civitan.

MY MOUTH utters the call to daily duty and speaks prayers in every tongue.

MY MIND teaches me respect for law and the flag of my country.

MY HEART beats for every friend, bleeds for every injury to humanity,  
and throbs with joy at every triumph of truth.

MY SOUL knows no fear but its own unworthiness.

MY HOPE is for a better world through Civitan

MY MOTTO: builders of good citizenship.

MY BELIEF: do unto others as you would have them do unto you.

MY PLEDGE: to practice the Golden Rule and to build upon it a better and noble citizenship.

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### **Campus Civitan Vision Statement:**

“The Vision of Campus Civitan is one of students with dynamic leadership and career skills facilitating sensitivity to human needs. Our members will serve our campuses and local communities while bridging the gap of cultural diversity among the citizens of our world. The organization’s atmosphere of respect and acceptance among our peers will nurture the ideas and vision of each Campus Civitan member. Through exercising a healthy disregard for the impossible, our members’ efforts will be limited only by how much we believe we can do. Our members will learn, lead, follow and give, while acting in the spirit of the Civitan Creed.”

## IMPORTANT DATES TO REMEMBER

### August

Fall Recruitment Campaign

### September

Fall Recruitment Campaign

### October

*Advisor Appreciation Month*

Fall Recruitment Campaign

**Begin Club Officer Elections**

Oct. 15 - Club News and Pictures to International for *Civitimes*

### November

*Campus Partnership Month*

End Club Officer Elections

**Begin Club Officer Training**

Nov. 15- Annual Dues and Membership Report due to Civitan International

### December

End Club Officer Training

Dec. 1- Club Officer Report due to Civitan International

Dec. 1- Club Activities Report due to Civitan International

Dec. 1- Campus Civitan Graduation Report due to Civitan International

Dec. 15 - Club News and Pictures to International for *Civitimes*

Dec. 31- End of Campus Civitan Administrative Year

### January

Jan. 1- Beginning of Campus Civitan Administrative Year

Jan. 31 - Shropshire Scholarship Applications due

### February

*Civitan Appreciation Month*

Feb. 1- International Award Nominations due to Civitan International

Feb. 1- Campus Honor Club Application due to Civitan International

Feb. 15 - Club News and Pictures to International for *Civitimes*

### March

*Civitan International Research Center Awareness Month*

March 1- Club Activities Report due to Civitan International

March 31- Mid-year dues and Membership Report due to Civitan International

### May

*Environmental Awareness Month*

May 1- Campus Civitan Graduation Report due to Civitan International

May 1- Officer's summer contact information due to Civitan International

# PURPOSE AND HISTORY

## Purpose:

This administrative manual is a guide to help Civitans build and maintain a thriving Campus Civitan club. The manual lends advice, explains processes and provides examples of what other clubs have found to be successful. Most of the contents are not rules, those parts that are will be labeled as such. It is very important that each club adapt to its environment - for the school and the surrounding community - and to thrive and provide appropriate service to those communities.

The first section of the manual, People and Roles, describes the different positions in running a Campus Civitan club. These descriptions can be useful to select and train officers and to recruit candidates for officer elections. They will also be helpful in defining relationships with advisors and sponsors.

The second section of the manual, Club Operations, reviews the various functions of the Campus club and provides suggestions for making operations successful and efficient.

The final section in the manual, Forms and Reports, provides contact lists, samples and forms that the club will need to operate.

## The Past:

### The History of Campus Civitan

Some will say it has been done before. Well, it has. Civitan clubs were first introduced to the college scene in 1958. The program continued to grow during the early 1980s. Civitan International did not actively support the Collegiate program during the 1980-1990 period.

Over the past ten years, Civitan clubs thrived at some colleges. In 1992, a formal program was started at the International level to re-energize the clubs through the Campus Civitan program. Since then, we have grown each year and are looking toward the future for new growth and direction.

Since March 1998, the objective has been to build the Campus Civitan program by starting new clubs and strengthening membership in existing clubs. This manual has been developed as part of this effort in an attempt to make it easier for new clubs to share in the knowledge gained through their experience. If you have a contribution to make to the manual, please do so, as new editions will be produced for each academic year. Contributions and suggestions can be sent to the Youth and Campus Assistant at Civitan International.

Civitan International  
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1-800-CIVITAN  
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## CAMPUS CLUBS

**Campus Clubs are vital to the survival of Civitan.**

### Why?

**College campuses are a source of new ideas, new strengths and new voices. All of Civitan is in need of those resources to support the organization and assure its survival into the future.**

**Students are in need of Campus Civitan programs:**

- For Leadership
- For Knowledge
- And Fellowship

# INTRODUCTION TO CIVITAN

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## What is Civitan?

Civitan International is a volunteer service organization. Organized in 1917 in Birmingham, Alabama, Civitan now has 50,000 men, women and young people in clubs throughout North America, Europe, Africa and Asia. Each club has a threefold purpose: service, knowledge and fellowship.

Civitan's major service emphasis is helping people with developmental disabilities, generally through supporting the Civitan International Research Center at the University of Alabama at Birmingham (UAB). Individual clubs support people with disabilities by working on local projects such as Special Olympics, as well as any other project that fills a service need in the community.

Education takes place in the clubs through special seminars and guest speakers at club meetings, as well as through experience in the club structure. Civitan clubs offer each member the opportunity to develop his or her leadership skills, public speaking abilities, managerial tools and organizational skills. Any member may become a club officer or a project chair. A member can plan and organize community service projects, lead or be a member of a project team, conduct team meetings or speak to other groups about Campus Civitan and its benefits to the community.

Civitan clubs are also an excellent way of meeting people with similar interests in the community and to strengthen their network of contacts.

## What is the Civitan International Research Center?

Through interdisciplinary research, clinical services and community programs, the UAB Civitan International Research Center improves the lives of people at risk for or those affected by developmental disabilities. The Civitan Research Center conducts research on the development of the central nervous system, with special emphasis on human development, developmental disabilities and mental retardation. Center programs focus on three broad-based areas: clinical neurosciences, developmental neurobiology and human development and social ecology. The Civitan International Research Center is a university affiliated program and receives core federal funding from the Maternal and Child Health Bureau (MCHB) and the Administration on Developmental Disabilities (ADD) to provide interdisciplinary training for professionals to become leaders in the field of developmental disabilities. The faculty and staff view each person within the context of the family, community and society and offer specially-tailored prevention and treatment programs.

## Who runs Campus Civitan?

In the Spring of 1998, the Civitan International Board of Directors approved a proposal to have a focused effort to expand the Campus program.

At the district level, each district governor is asked to appoint a district chairperson for Campus Civitan. This person's duties lie in five areas: building Campus clubs, promoting Campus Civitan, coordinating events between Campus clubs and other Civitan clubs, assisting Campus clubs with the operation of the club and training club officers. This person can provide invaluable support in running your club and coordinating joint projects with other clubs. If your district does not have a chairperson, contact Civitan International.

# PEOPLE AND ROLES

## Club Officers

Good leaders are the foundation of a successful club. The following sections provide a model of how the leadership duties might be divided among the officers of a Campus Civitan club. Remember, this is only a model – you should customize the positions and their duties to the needs of your club. The positions should be described in the constitution and bylaws for your club.

### President

The president should be responsible for the plans and operations of the club. However, this does not mean that he or she must do everything for the club. Rather, the president should be skilled in the delegation and motivation of other officers.

#### Duties include:

- Delegate work and see that all tasks are completed.
- Preside over all club and board meetings.
- Appoint and oversee all committees.
- Lead and represent the club in all projects.
- Appoint officers in non-elected positions.
- Maintain communications with all levels of Civitan (see page 17).
- Set goals for the club year.
- Ensure that required reports are sent to Civitan International.
- Conduct a training and planning session at the start of each term (page 13).

### Vice-President or President-Elect

Some clubs use this position as a preparatory position for the next year's president, and others use it mainly as a support for the current president. Either way, the position must be involved and knowledgeable about all aspects of the club operations. Some clubs choose to have multiple VPs to cover the four main director duties.

#### Duties include:

- Assume duties of president in his/her absence.
- Chair one of four major committees: membership, projects, fund raising or programs (see pages 8-9).
- Assist the president with any duties that support the goals of the club.
- Represent the club in campus and community affairs.
- Provide advice to the president and board of directors.

### Secretary

Campus Civitan is transient by nature: students are at college for perhaps four or five years, and those years tend to be a time of developing and changing interests. Therefore, the membership of the club will constantly be in flux. Consequently, it is vital for a thorough record of the club's activities to be kept for future reference.

#### Duties include:

- Obtain all records from the past secretary.
- Maintain record of minutes from all meetings.
- Complete reports for Civitan International and for your college (see page 24).
- Produce and distribute club newsletter.
- Produce invitations and thank-you notes for club guests.
- Order all supplies and literature from Civitan International and elsewhere.
- Coordinate with Director of Membership to maintain membership roster.
- Maintain participation records of each member and each activity.

## OFFICERS

**Strong officers provide the leadership for any successful organization.**

**Use this guide to assist in training officers and transitioning to new officers each year.**

# PEOPLE AND ROLES

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## Treasurer

An accurate record of club expenditures and collections is a valuable tool for future planning and is probably also required by your college. Be sure to check with your college for regulations about club bank accounts and treasurer registration.

### Duties include:

- Obtain all records from the past treasurer.
- Collect club dues and work with Director of Membership to maintain current membership records.
- Work very closely with Director of Fund Raising to coordinate incoming revenue.
- Report regularly on the club's financial position.
- Send dues and club money to Civitan International (see pages 29).
- Work with board to establish a budget; make sure the club follows it!
- If your club operates through an off-campus bank account, be sure that you, your president and your advisor are authorized to write checks.
- Deposit all cash and checks as soon as possible.
- Always give a receipt when collecting money.
- Always obtain a receipt when giving money.
- Transact club business by check, whenever possible.

## The Board of Directors:

The board of directors is the policy-making arm of a Campus Civitan club, composed of the elected officers. Each club should have at least three directors and along with the vice-president should chair the areas of membership, service projects, fund raising and programs. These directors serve as the head of committees for these functions and should be able to delegate and oversee the functions performed. As with any leader, it is not necessary that the director personally perform each duty. Rather, he or she is responsible for seeing that it is done whether by him/herself or by delegating the duty to another club member.

## Director of Membership

Maintaining a good membership basis is vital to every club. This director oversees all membership functions, from the recruiting stages to the graduation recognition. Their goal should be to gain new members and retain current members (see pages 14-15).

### Duties of the director and committee include:

- Coordinating new member recruitment drives and orienting new members to the club.
- Fulfilling documentation and paperwork requirements on new members.
- Planning the new member initiation ceremony.
- Working with the treasurer and secretary to maintain a current membership roster.
- Preparing activities to increase membership bonds.
- Distributing information on adult Civitan clubs upon departure of members.
- Promoting communications! Ensure that club members are aware of activities and news.
- Working with the secretary to determine which members are not participating and getting them involved again.
- Conduct surveys to determine members' interests in activities and to receive feedback on the club.



# PEOPLE AND ROLES

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## Director of Service Projects

Civitan, at heart, is a community service organization. At the international level, efforts are focused on serving the developmentally disabled. Districts and local clubs can have this focus too. However, they are also free to participate in any service project that the club agrees upon. This wide range of opportunity is the responsibility of the Director of Service Projects. He or she should strive to provide opportunities for each member of the club, individually or as a group, to serve the community (see page 18).

### Duties of the director and committee include:

- Researching local campus and community needs.
- Representing the club to campus and community service agencies.
- Coordinating group service projects.
- Publicizing individual opportunities for service to members.
- Maintaining a thorough record of activities and contacts for future Civitans.
- Appointing project coordinators to plan, recruit for and execute projects.

## Director of Fundraising

Of course, in order to perform many service projects and maintain the club's activities, money is needed. Funds can come from many sources - the college or university, the Student Government Association, sponsoring or other Civitan clubs, donations, grants, sales and working at sports activities and concerts.

### Duties of the director and committee include:

- Researching fund raising opportunities.
- Working with the treasurer to determine funding needs.
- Representing the club to potential funding sources.
- Coordinating group fund raising activities.
- Maintaining a thorough record of activities for future Civitans.
- Fulfilling documentation and paperwork requirements for Civitan and the college.

## Director of Programs or Education

Learning about the world around us is an important part of college life and can be enhanced through Campus Civitan. Guest speakers, field trips and educational activities are all possible methods by which Civitan members can get information. All of these things can help to keep the members interested and to effectively plan the club meetings. The director should strive to provide opportunities for members to learn (see page 20).

### Duties of the director and committee include:

- Researching or surveying the club to determine interests for programs.
- Locating resources at the college or in the community for programs.
- Coordinating guest speakers and other educational activities.
- Planning at least one program on the Civitan organization per year.
- Planning at least one program on the Civitan International Research Center per year.
- Maintaining a thorough record of programs and contacts for future Civitans.
- Prepare an icebreaker activity for each meeting.

# PEOPLE AND ROLES

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## Other Possible Offices

As mentioned, the structure of the club should fulfill the club's needs. Other offices and committees can be created by modifying the bylaws with the approval of the club members or ad hoc positions may be appointed by the president. Possibilities include the following:

### Director of Public Relations

Especially in larger universities, there can be a lot of ground to cover when advertising for new members or publicizing an event. It may be beneficial to have one person, with or without a committee, dedicated to this purpose. Their responsibilities would include advertising for new members, fund raising and public announcements of regular meetings, as well as general publicity for the club and its activities (i.e. college newspaper stories & press releases). The Club Administrative Manual contains more details on publicity.

### Director of Information Technology

Again, with larger clubs, technology can be the way to go for publicity and communications. If your club has an e-mail list-server and/or a web page, it will be important to have a person responsible for maintenance of these resources. He or she should work with the other officers to gather information and then distribute it electronically.

### Director of Social Events

Part of the focus of Civitan is fellowship and in order for a group of Civitans to get to know each other well, it can be important to hold an event for socializing. Dinners, sporting events, movies, road trips, parties and music are just a few of the possibilities; a director may be needed to coordinate the arrangements.

### Sponsoring Club Liaison

In order to maintain good relations with your sponsoring club(s) and district, it can be helpful to have a designated club member to serve in this capacity, especially if your advisor is not a member of your sponsoring club. This liaison would be responsible for arranging for someone to attend the sponsoring club's meetings on a regular basis and vice versa. It is not necessary to attend every one, but enough to keep them informed of the club's activities. They are also responsible for planning joint events between the clubs and keeping each club informed of the other's schedule and activities.

### Historian

Being aware of the past makes it easier for a club to build towards the future. Historians should be responsible for taking pictures and creating documentation for each event. Since they are aware of all club events, a historian is usually the best person to be in charge of awards applications for your college and for International.

### Newsletter Editor

A newsletter can be a large task if published frequently. In these cases, you should probably elect a newsletter editor. The editor should be responsible for gathering information from other officers and members and compiling it into a standardized format. The newsletter editor is also responsible for seeing that the newsletter is delivered, whether it be by mail, email or webpage. Club newsletters are NOT effective when passed out at meetings. Newsletters should strive to be informative and entertaining for the informed and uninformed members.

# PEOPLE AND ROLES

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## Committees

Generally, there are at least four standing committees in any club - membership, fund raising, projects and programs, as discussed. However, a committee can be formed and reorganized as needed for any project or activity.

### Tips on using committees:

- Ask people to work on a committee in which they are genuinely interested and be willing to ask individuals to participate. Volunteering is difficult for some members!
- Make sure there is a designated leader for the committee, either by appointment or election.
- Clearly define the goal of the committee and the expectation of their product - what is it that the committee needs to do? When must it be done? Set deadlines for reporting.
- Ask the committee leader or other representative to make a report of the committee's action and progress at each club meeting.
- Allocate specific time for committee meetings - sometimes the best time is just before or after the club meeting, since they will be coming together anyway.
- Committee leaders should always conclude committee meetings by reviewing what action is required of each committee member, the deadline and when the next meeting will be.
- The committee chair should prepare a written report of the committee's work as a record for future club members.

## Campus Club Advisor

A good club advisor is a valuable asset to a Campus Civitan club. Most colleges and universities require an advisor for every student organization and that this advisor be a faculty or staff employee. There are two ways to find an advisor - advertising and referrals. Advertising can be done in the campus newspaper, the faculty newsletter, employee lounges and through the student organizations office. Referrals may come from the college or can be obtained from a member of the local Civitan club. Possibly, there is a college employee who is a member of the Civitan club or one of the members knows an employee who would be willing to help. You may also consider getting referrals from your campus's Community Services Office (if applicable) or service-oriented academic departments, such as Social Work or Public Policy.

It is preferable for the advisor to be (or become) a member of the sponsoring Civitan club, both for communication and convenience reasons. The advisor will be the most consistent link of the Campus club. His or her relationship to the sponsoring club can provide a stable base for the operation of the Campus club each year.

The role of the advisor should be clearly established by the officers of board of directors and the advisor each year. Different Campus clubs will require varying levels of involvement over time. Following are some of the basic expectations of a club advisor and areas to discuss:

- seek to motivate officers and other club members.
- assist the officers with leadership and administrative issues in operating the club.
- attend club meetings on a regular basis, usually at least one per month.
- be involved in the yearly training of the club officers and the annual planning meeting.
- advise the members on administrative duties and reports to Civitan International.
- advocate for the club within the college or university.
- maintain close contact with Campus Civitan at the district and International levels.

# PEOPLE AND ROLES

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## The Sponsoring Club

Once a Campus Civitan club is built, the role of the sponsoring club has only just begun!! The sponsoring club should continue to be a Civitan resource for the Campus club. The sponsoring club is expected to support the Campus club in four ways:

**Financially** – The sponsoring club should budget for an outright cash donation to the Campus club each semester. This amount can be as small or as large as the sponsoring club can plan for; but it should be a guaranteed amount – something the Campus club can include in its budget. In planning the budget, the sponsoring club should include an amount to assist in sending members to the Campus Civitan Conference, which usually occurs in February. This amount will vary, depending on the location of the clubs and conference.

**Service Opportunity** – The sponsoring club should invite the Campus club to participate in at least one service project per semester. This will allow for the growth of the relationship between the two clubs and will give the Campus club the opportunity to participate in a larger-scale project than it could handle alone.

**Fundraising Opportunity** – In an effort to increase the financial support given by the sponsoring club, the Campus club should be given the opportunity to participate in a fund raiser with the sponsoring club. A portion of the proceeds from the fund raiser should be allocated to the Campus club, depending on their participation. Again, this allows for growth of the relationship between the clubs and provides new opportunities for the Campus club.

**Personal Contact** – The sponsoring club should serve as a resource to the Campus club. The sponsoring club should appoint a liaison to the Campus club to ensure that someone is held responsible for contact between the clubs. The liaison or another member should periodically attend a Campus club meeting, and Campus club members should attend sponsoring club meetings periodically. Sponsoring club members can be excellent guest speakers at Campus club meetings. The clubs should exchange newsletters on a regular basis.

The most important goal of the sponsoring club and the Campus club is to define the relationship and expectations for each club. This should be done in writing, if only in the form of a letter, so that future officers of both clubs will have an understanding of their relationship. As the club grows and changes, it will need varying levels of support, so this agreement should be reviewed each year.

# CLUB OPERATIONS

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## Officer Training

Elections should be held in late October/early November. After the new officers are elected, they should closely observe the remaining meetings in November and December and possibly even take over some of the responsibilities within those meetings. Officers should be trained 60 days after elections or by December 31. This is to ensure all officers are fully trained when they formally take office in January 1. Training should be lead by the district chair or a member of the sponsoring club.

The following describes the essentials that should be covered in a retreat: introduction/icebreakers, training, reflection, planning and team building. Feel free to add and change to fit the needs of your club; be sure to keep in mind, however, the importance of each stage mentioned above.

- 1 Intro: Begin the day with introductions of the past executive board to the new executive board; include any advisors that may attend. This is also an excellent time for an advisor or the past club president to read the Civitan creed.
- 2 Begin the retreat with an icebreaker, this allows the students to relax and enjoy themselves. A favorite is the M&M's game. The group sits in a large circle and a large bag of M&M's are passed around. Individuals take as many M&M's as they want. (What they do not know is each M&M represents a piece of information that person has to share with the rest of the group).
  - ⇒ red... one interesting fact about myself
  - ⇒ yellow... one thing that really annoys me
  - ⇒ brown... career aspirations and/or goals
  - ⇒ green... most embarrassing moment
  - ⇒ blue... favorite movie
- 3 For the next portion of the retreat, pair the old and new officers together for the one-on-one training. (This should last approximately 30-45 minutes.) In this training session, old officers should explain all the responsibilities and duties that fall under the officer's position. Make sure the old officer covers:
  - ⇒ expectations of the position
  - ⇒ activities that the old officer planned and coordinated
  - ⇒ brainstorm new ideas of implementing successful and fun events
  - ⇒ any advice the old officer has for the new officer or changes in procedure or events
  - ⇒ look at and explain any necessary paperwork as well as any type of bookkeeping that is included in the position
  - ⇒ give the new officer a list of contact information (such as district chair, sponsoring club liaison, etc.)
  - ⇒ **HAVE THE NEW OFFICER SET PERSONAL GOALS FOR THE POSITION, ALONG WITH A TIMELINE FOR THE CALENDAR YEAR**
- 4 Old officers are excused and the new executive board meet together as a collective group. This is a very important part of the retreat. This is a chance for members to brainstorm new ideas for the club. Strengths and weaknesses of the Campus club should be discussed in this session. At the end of the discussion, club members should set short-term and long-term goals for their Campus Civitan club. These goals should include a timeline as well as an implementation process. (length of time: 25-35 minutes)
- 5 Close the retreat with each member saying one positive comment about their fellow Campus club members. This helps promote and maintain group cohesiveness.

# CLUB OPERATIONS

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## Recruiting

Within the broad scope of membership issues, there are three distinct areas which must be addressed. The first is creating awareness of Civitan and getting people to their first meeting. The second is welcoming potential members and motivating them to become a member. The third is keeping members happy and motivated in Civitan.

General awareness of Civitan on the college campus will be a great advantage when recruiting new members, students are much more likely to attend a meeting of a group they have heard of than one they know nothing about. To create this awareness, it is important to publicize the club at every opportunity. With every service project and fund raiser, send a press release to the campus newspaper and have brochures available at the event for distribution.

The following are some suggestions that you can use to help make the most of your recruiting effort. Whether recruiting at a meeting, at an organization fair, alone in a prominent place on campus or via local media, these ideas can help you attract maximum visibility. Remember that what you present once you attract attention is just as important!

- ◆ Try having information tables set up to advertise your club. This can be done in a central part of campus or at an organizational fair. Also, hand out brochures, a flyer with the meeting times, locations and your club's contact information.
- ◆ For organization or club fairs, try to make use of anything you can that has the Civitan logo. Use of the banner and the decal (available in the Supply House catalog) give your booth a professional look and make it very eye-catching. Use Civitan candy, candy bars, brochures, business cards with club information and anything that potential members can take home to remind them of the club and the meeting times.
- ◆ Host an "invite night" or "new member night" where you send out invitations and hang flyers. Have current members meet recruits and give them nametags. Be sure that all current members are wearing nametags as well. Then serve pizza or other refreshments, have a unique speaker and focus the entire meeting on joining. Have multiple officers and members speak to the group to add variety. Make the recruits feel special. Consider having a brief project during the meeting (ie-cards for a nursing home). Collect all newcomers' names, addresses and emails and follow up within a week to invite them to upcoming events and to join. Think of why you joined Civitan because these will be many of the reasons others would join to!
- ◆ Personal invitations to a recruit night makes one feel extra special. Have officers and members list at least 5 acquaintances that they feel would consider joining Civitan. Send each person a personal invitation 10 days in advance and invite them as special guests, telling them why they would be a valuable addition to the club.
- ◆ If you have Civitan t-shirts, wear them to the event as well as the week of the fair or meeting.
- ◆ Make use of all local media. Campus TV networks, newspapers and radio stations are often the best way to reach your target audience.
- ◆ Be sure to make use of the graduate report of Junior Civitans that may be coming to your school. These people should be recruited the hardest. They are familiar with Civitan already, so phone calls, invitations and sending someone to walk them to the meeting can be effective.
- ◆ The traditional methods work well. Ask organizations if you can have three minutes before their meeting to tell about your club and the recruit night. Also, send out emails and forward them to everyone in your address book. Post flyers in dorms if applicable. This may require going through resident advisors. Ask your career services department if you can post information there. They can then recommend students to Civitan for leadership and service experience.
- ◆ If your campus allows this, try chalking the sidewalks near freshman dorms and near the meeting location a few days before the event. People will see these as they go to class and they act as reminders and good publicity.
- ◆ Above all, be creative! Anything unusual that you do not expect will draw attention and make people stop and inquire. The results you get this fall may be the foundation of your club for up to four years.

# CLUB OPERATIONS

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## Retention

Maintaining the numbers and activity of current members is key to a Campus club's success. Recruiting members and losing them soon after they join will not allow a club to maintain consistency from year to year. To achieve regularity in annual membership one must have a distinct plan in place to ensure that all members are active and feel that they are getting something out of the club. Listed below are several ideas and suggestions to help Campus clubs to retain their current members from year to year.

1) As a college student, one has limited time to devote to extracurricular activities. That is why you must be sure that the members feel they are getting something out of the time they invest in the club. By consistently communicating with all members, we can begin to understand how our members feel about the status and activities of the club. Try one of the following to measure club attitude and thus increase retention:

- ◆ Anonymous surveys, preferably at least one per semester. This allows members to make frank comments and criticisms of the club and thus allows us to make changes as necessary.
- ◆ Take time at meetings for discussion of club projects, fund raisers, etc. This ensures that all members have the chance to have input on club activities.

2) Often times, non-officers are the most frequent members that choose not to return. The more active and important that an individual feels in the club, the more likely he/she is to return for future years. Members can be made to feel a vital part of the club by one or more of the following:

- ◆ Assigning tasks to non-officers: Make sure that regular members are given responsibilities. They could chair committees, be in charge of a certain event or take over a role not currently assigned to an officer (newsletter, web page, etc.). This can also be used as a training ground for potential future officers, both for them to see how they like it and for you to see how they would perform.
- ◆ Form committees: Once members are broken down into small groups, they tend to be more active and not get "lost" in the club. They form closer friendships with members and feel they are contributing.

Overall, giving members more chances to participate makes them feel accountable to the club and they are more likely to maintain memberships.

3) A system can be set up so that members are paired in groups of a set number to call each other regarding meetings, events and activities. These "calling partners" hold each other accountable for knowing about all activities and give Civitan a personal touch for those that do not feel very involved.

4) Many other small things will help your club to retain members for future years. Try to have a wide variety of projects covering all aspects of service; mentally handicapped, children, homeless, elderly, etc. By having a variety, everyone feels like they can have at least one project they enjoy. Be sure to stress areas of knowledge and fellowship through speakers, social activities and events.

Maintaining members once they have joined is perhaps the greatest challenge that faces Campus Civitan leaders. Being creative and allowing all to feel involved and a part of the club's success is key to sustaining your membership base. By communicating frequently with members, we can get a feel for how satisfied the members are with the current status of the club. Being flexible and open to suggestions and change helps retention, as does making sure that all members feel involved. Do not be afraid to confront members who do not return and determine their reason for leaving. Following up with members who have missed recent meetings and events may keep them involved instead of dropping out. This may also prevent a further depletion of members. Do not be afraid to call a member who has been absent. While we cannot expect 100% return rates, we should be certain that as we actively recruit new members, we are careful to make retaining our current members an equally important priority to the club.

# CLUB OPERATIONS

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## Marketing/Publicity

In order for organizations to grow, visions to be spread, events to be successful or messages to be heard, you must have great publicity! Many groups on campus "shoot themselves in the foot" when it comes to publicity. They spend all of their time planning the logistics and programs for an event and put off publicity until the very end.

To be done correctly, publicity is something that should be planned and not just assumed to happen. When planning publicity, first recognize time constraints.

Working backwards...

- a) When and for how long do you want others to see your publicity?
- b) How long will it be before your promotional items (flyers, etc) are distributed?
- c) When should you make the promotional items?
- d) When should you make any reservations needed?

Another important aspect of effective publicity is recognizing your target audience. Think about what you are publicizing and try to figure out what type of people would be interested in your cause. Next, think carefully about where these people spend most of their time, and how you can publicize to them at these places. If your goal is to publicize to people who are not typically interested in your cause, then think of ways that you could reach this demographic as well. For instance, if you are interested in publicizing to freshmen, then do public relations in freshmen dorms and classrooms as well as freshmen orientation.

Finally, you need to be concerned with the appearance of your publicity. Remember that your publicity is representing you and your cause to everyone on campus, so do not take it lightly. Use graphics and large-typed words, include all relevant data (who, what, when, where, why), be concise, sound excited and be original! When you have conceived your idea for a publicity campaign, share it with others to see if it really gets them interested in your cause.

There are many different types of publicity you can use around campus. The following is a list of ways to publicize. Samples of many of these are available on disk from International.

- FLYERS
- BANNERS
- TABLE TENTS
- POSTERS ON EASELS
- SIDEWALK CHALK
- DISPLAY CASES ON CAMPUS
- POST OFFICE MASS STUFFING
- PERSONAL LETTERS
- CAMPUS NEWSPAPER
- CAMPUS RADIO/TV
- INFORMATION TABLES
- STUDENT ORGANIZATION FAIRS
- SPEAKING TO ORGANIZATIONS
- CLUB T-SHIRTS
- WEB PAGES
- EMAILS
- NEWSGROUPS



# CLUB OPERATIONS

## Communications

### Communications with Civitan International

World Headquarters Staff – Since these individuals work at Civitan International Headquarters, a club’s relationship with him/her is very important. He or she is responsible for acting as a liaison between Campus Civitan and Civitan International. This duty can only be satisfied if Campus clubs fulfill their responsibility. These responsibilities include turning in dues, address forms, officer reports and activities reports on time. The Coordinator is also responsible for coordinating the annual conference. Registration forms and fees are due in January; forms can be found in all *CiviTimes* beginning in September. Finally, the staff is open to questions and information concerning club issues, club building and recruitment.

Growth and Development Committee- The committee is run by Campus Civitan members and provides a peer support group for all Campus clubs. Each member is assigned clubs which they are responsible for contacting several times during the year to remind officers and advisors of upcoming due dates, such as annual dues, reports and conference registration. The committee also helps in maintaining club activities through extra communication with Civitan International. They can provide a student’s opinion on club issues and concerns as well as provide ideas for projects and fund raisers. Members of the committee can also help in building new clubs and encouraging close contact between clubs and Campus district chairs.

### Communications with Civitan Districts

Campus Clubs Chairperson - Each district governor has been asked to appoint a chairperson for Campus clubs in the district. This person can provide invaluable support in running your club and coordinating joint projects with other clubs. If your district does not have a chairperson, contact Civitan International.

District Newsletter - Publicizing your club and the Campus Civitan program in general can only lead to more support. A great way of doing this is to provide news items for publication in the district newsletter. Provide a profile of what your club has done in the last semester or go in-depth on a project you have recently completed. This information can be sent to the newsletter’s editor – ask the district Campus chair or governor for the contact name and address.

### Communications with Sponsoring Clubs

Visits - As described earlier, the Campus and sponsoring club should make an effort to attend each other’s meetings on a regular basis – whether it’s once a week or once a semester, this contact is important for building a relationship and keeping both clubs informed.

Liaisons - A good way to stay in contact with the sponsoring club is to appoint a member of your own club as a liaison – a person responsible for calling a member of the sponsoring club on a regular basis, sending them your newsletter and inviting them to meetings, project and events.

### Communications with Club Members

Email and Internet - We are sometimes referred to as the tech-know generation and the label is appropriate. Busy campus lives sometimes prevent regular communication, so it would be wise to consider establishing an email list and a website. Ask a knowledgeable member of the club to explore the possibilities, establish and maintain the services.

Newsletter - Each club should produce a newsletter in some format for the benefit of members who are not able to make it to the meetings. The newsletter should also be shared with the sponsoring clubs, the advisors, the district and Civitan International. The club secretary should be responsible for collecting information from members, producing and distributing the newsletter.

Calling Circle or Chain - Sometimes, it will be vital to make personal contact with each member to distribute or collect information. The membership chairperson should establish (or appoint someone to do so) a calling list that spreads this responsibility to several members.

**Although Campus clubs are not formally part of the Civitan districts, the district provides a support system close to home that Civitan International cannot provide. Each year, obtain a copy of the district directory from the district Campus chairperson. Officers and members from across your district can be valuable sources of advice and are excellent guest speakers.**

# CLUB OPERATIONS

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## Community Service

Civitan International's main service objective is to better understand, prevent, treat and manage developmental disabilities. While each Civitan club should strive to work on a service project that follows that objective, it is also free to choose service projects to meet the needs of its members and its community.

The Director of Service Projects should ask his/her committee to brainstorm for ideas and then assign those ideas to individuals for follow-up. Once you have more information on the opportunity, the committee should meet to review the possibilities and recommend selections. These selections can then be taken by the director to the club board for approval. In making selections, the committee and the board should consider both the financial and logistical feasibility of the project. There should also be a good balance of projects in the club's year – large group and smaller group or individual activities; hands-on and behind-the-scenes projects; long-term and one day events; weekend and weekday activities; simple volunteer projects and original projects.

Once projects are selected, a project coordinator should be appointed by the Director of Service Projects or the club president. The project coordinator can be a member of the service projects committee or a member-at-large. Remember that this person is not solely responsible for performing the service, only for coordinating the opportunity for all members to participate. For simple volunteer projects, the project coordinator will need to contact the local agency to work out details, actively recruit members to participate in the projects and arrange for a meeting point and transportation. In more detailed projects, the project coordinator should consider all of these points and be prepared to handle a budget, publicity and logistics. During each step of planning a larger project, the project coordinator should also consider how they can get members involved at that step.

Finally, project planning for the term should be flexible enough to take advantage of opportunities and cope with failures. If a project idea comes in the middle of the term, it should be evaluated and accepted or rejected on its own merits, not dismissed because it was not brought up at the beginning of a term. Similarly, if a project plan does not pan out as expected, other projects can be adopted or expanded to fill the void.

### ***EXAMPLES OF CAMPUS CIVITAN COMMUNITY SERVICE PROJECTS:***

- **ADOPT-A-HIGHWAY CLEANUP**
- **ARC (ASSOCIATION OF RETARDED CITIZENS) PARTIES & DANCES**
- **SPECIAL OLYMPICS - LOCAL AND STATE GAMES**
- **HOLIDAY CARDS FOR NURSING HOME RESIDENTS**
- **HABITAT FOR HUMANITY**
- **FOOD AND CLOTHING DRIVES**
- **BIG BROTHER/BIG SISTER FOR DISABLED CHILDREN**
- **VOLUNTEER AT LOCAL RUNS/WALKS**
- **CIVITAN THEME DINNER**
- **DELIVER MEALS TO SICK OR ELDERLY**
- **WHEELCHAIR BASKETBALL TOURNAMENT**

# CLUB OPERATIONS

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## Fundraisers

Below is a list of already prepared fund raisers. Your club might be interested in trying one or more of these!

### DOUGHNUT SALE

This is a great, quick way to make money on your campus as people stumble to class in the early morning. You can either develop a deal with the local doughnut shop such as Krispy Kreme or buy the doughnuts and sell them on campus. As a general warning, do not get too many doughnuts because if you cannot sell them they might go stale and you will be out some money.

### MONEY/PENNY DROPS

There are many needs within your community that your club can meet with the help of a little cash. Set up a money or penny drop on your campus as needs within your community arise. Use Campus Civitan marketing, but be sure to direct attention to the cause that your club is addressing.

### SPAGHETTI DINNER

Plan for a big dinner inviting large portions of the campus and community. Charge an admission or donation price. This can be a very profitable event due to the inexpensive preparation cost. Spaghetti is cheap!

### FLORIST - VALENTINE'S DAYS

Holidays are always great times to have fund raisers around. For example, during Valentine's Day work a deal with the local florist to sell carnations for students to send to other students or faculty. Remember that you will need someone to pick up the flowers, staff the booth where people write their messages and people to deliver the carnations. Another twist on this holiday is to send out gummy worms with the theme "hooked on you".

### CHARITY SPORTING TOURNAMENTS (BASEBALL, BASKETBALL, VOLLEYBALL, GOLF...)

Connect with the campus by providing a sporting tournament where you charge admission for participants. You could also work the concession stands for the event.

### RUNNING EVENTS

Appeal to the local running enthusiasts on your campus and in your community to be a part of a sponsorship race for your program. A unique twist might have the finish line be in a campus sporting facility at the end or beginning of a game. It is always a motivator to have thousands of people screaming and yelling for you.

### BAKE SALE

The basic all-purpose fund raiser! First, you need to acquire baked goods through participant cooks, local businesses or campus food services. Then you need to have booths in well-traveled areas of the campus. One suggestion that was offered was to have donations instead of prices because people are likely to donate more than pay a specific price for an item.

### CAR WASH

This dependable event places a bunch of people together to wash cars by hand. You could charge a specific amount or ask for donations. It is important to have this type of event in a well-trafficked part of your community or campus. Sometimes local businesses will let you use their water sources.

### GARAGE SALE/RUMMAGE SALE

This is a great way to get rid of old junk! Have participants dig into their dorm rooms or ask their family members to donate for the sale. This is also a great way to get faculty and staff involved with the program as they donate for the sale. It will be necessary to have the event in a well-traveled area and have the appropriate amount of volunteers to staff the sale.

### CAMPUS RECYCLING - ON-GOING THROUGH YEAR

Another way to get involved on the campus is through the recycling program in existence or developing a program from scratch. It would probably require some part-time volunteers for part or all the year to clean out bins and take the recyclables to the local recycling plant. Because it might be a way to earn money throughout the year, this type of fund raiser could sustain efforts for pre- and post- break as well as the next year's program. It is also a tremendous possibility to partner with other groups on campus or in the community.

# CLUB OPERATIONS

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## Education and Programs

Knowledge, another main component of Civitan clubs, is the central idea of attending a college or university. Some might think this is enough education! However, the Campus Civitan club can provide education that students cannot obtain in the classroom setting. Guest speakers provide valuable information on community needs, organizations and opportunities. Programs can be related to college life, such as safety and security or stress reduction, or can serve to prepare students for life after college, such as resume writing, financial planning workshops or interviewing skills. Before a large project, it may help to get “buy-in” from your club members by having a speaker from the organization your project will benefit.

The process for arranging programs is similar to that of projects: the committee brainstorms for ideas, researches the alternatives and makes recommendations to the board. The board selects a balanced group of programs and an individual member is appointed to make arrangements for the program. As part of those arrangements, it will be vital to be clear on the size of the group expected, what the group’s expectations and objectives are and how long the presentation should be. For a one-hour meeting, the guest speaker should expect to have 30-40 minutes. This will allow for introductions at the beginning and questions at the end.

On a program night, the club president should call the meeting to order and make any brief announcements that are necessary. The member who coordinated the program should then be called upon to introduce the guest speaker. Following the program and questions, thank the speaker for coming and present the speaker’s gift, if appropriate. A gift is appropriate whenever the speaker had to come from out-of-town or make other unusual efforts to appear. Appropriate gifts include college-logo items, club t-shirts and Civitan-logo items; these do not have to be expensive, \$10 is reasonable. Every guest speaker should receive a thank-you note within two weeks – this can be the responsibility of the secretary or the program chairperson.

### ***EXAMPLES OF CAMPUS CIVITAN EDUCATIONAL PROGRAMS:***

- **STRESS REDUCTION/MESSAGE**
- **STUDY/TEST TAKING SKILLS**
- **RESUME WRITING AND JOB HUNTING**
- **FINANCIAL MANAGEMENT FOR STUDENTS**
- **HOW TO CREATE A WEB PAGE**
- **ENVIRONMENTAL CONCERNS AND STUDENT IMPACT**
- **LITERACY EFFORTS IN OUR COMMUNITY**
- **PREPARING FOR JOB INTERVIEWS**
- **LOCAL POLITICAL ISSUES OR CAMPUS ISSUES**
- **DISTRICT CIVITAN PROJECTS OR ACTIVITIES**

# CLUB OPERATIONS

## Running Effective Meetings

Business meetings can be boring and boring meetings are a sure-fire way to discourage participation and attendance. On the other hand, participation is a great way to discourage boring meetings! You are only as good as your last meeting, so if you completely bomb your first meeting, attendance will dwindle at your next meeting, even if it's fun-filled. You do not necessarily need a speaker at each meeting but each meeting needs something to make it unique and entertaining. Following is a list of ideas on how to keep meetings productive and interesting:

- Start on time, end on time.
- Always have a sign-in sheet available near the door.
- Always have nametags for each member and guest.
- Have a social game or icebreaker to start each meeting – especially at the beginning of the semester.
- Consider providing refreshments. Alternate responsibility among members.
- Ask each member to introduce any guests they bring with them.
- Always have an agenda –in writing – and distribute it or display it for everyone to see.
- Have handouts for important take-home messages – do not rely on people's memories!
- A meeting is not a president's lecture. Encourage participation – have each officer and chairperson make a report.
- **Do not have a meeting just to make announcements –this can be done by email or phone.**
- Consider having committee meetings at the end of short whole-group meetings.
- Consider having projects that can be completed during a meeting – for example, making Christmas cards for nursing home residents.
- Allow time for suggestions and announcements at the end of the meeting time.
- Make your announcements concise.
- Meetings are not the place or time to solve club problems.
- Meetings should be upbeat and positive for members and guests.
- Encourage respect of other's views and ideas. Implement courteous rules of discussion.
- Do not rely on verbal commitments for project attendance; pass around sign-up sheets for each event.

### Sample Agenda

Call to Order  
 Civitan Creed  
 Introduction of Guests  
 Icebreaker  
 Introduction of Speaker  
 Speaker/Program  
 Thank Speaker  
 Officer Reports  
 Reports on Previous  
 Events  
 Discussion on  
 Upcoming Events  
 Announcements  
 Adjournment

## MEETINGS

Nobody likes boring meetings. And after a long day of classes and studying, who wants to sit through an hour of unproductive or monotonous time? Make sure your Civitan meetings are not like this - invite guests, plan activities and ask for participation from members and leaders. Keeping everyone active and involved will make the meetings interesting and will keep members returning every time!

# CLUB OPERATIONS

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## *Member Initiation Ceremony*

Ladies and Gentleman:

You have been accepted to membership in the \_\_\_\_\_ Campus Civitan Club, and for this honor you are to be congratulated. Civitan International has a long and distinguished history and heritage. It will be the function of your club, in the near future, to further acquaint you with the organization to which you now affiliate yourself.

Earlier at the meeting you heard, perhaps for the first time, the Creed of Civitan. This creed forms the philosophical base of our organization and your acceptance of its deals marks you as a Civitan. It is our creed that I wish to direct your attention at this time.

The Creed of Civitan is a **personal** creed. It is the voice of one person saying, "I am Civitan." The Creed of Civitan is an **action** creed. It highlights action words such as **work, listen, search and build** in expressing ideas of personal involvement with one's fellow man, community, nation and world.

The Creed of Civitan is a creed of **freedom**. It upholds the rule of law, respects the pride that one feels for his native land and dignifies the associations which produce the material and spiritual wealth of society.

The Creed of Civitan is a creed of **dedication**. It pledges each Civitan to strive to order his or her relationships with others in accordance with the Golden Rule.

If you accept the challenges of this creed and are willing to bind yourself by its Golden Rule pledge, please say after me, "I am Civitan."

I am happy to certify that you are duly initiated members of Civitan International and the \_\_\_\_\_ Campus Civitan Club, and to present you with the lapel insignia which will identify you as active Civitans.

Congratulations!

# CLUB OPERATIONS

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## *Officer Installation Ceremony*

**(Newly elected officers stand, facing the Installing Officer. Installing Officer addresses the newly elected officers.)**

Honored Civitans, you have been chosen by your fellow members to lead them in the activities of your club for the ensuing year. You will be expected to originate and execute plans governing the conduct of this club. Your keenness of foresight, efficiency of administration and loyalty of purpose will determine the success and progress of this organization. I earnestly charge you to dutifully and loyally carry out the duties pertaining to your respective offices, so that the high ideals, aims and purposes of Civitan may be given definite interpretation. Keep your vision elevated, looking toward the continued progress of our club, district, community and nation.

You will now repeat after me the pledge of Civitan. "My Pledge is to practice the Golden Rule and to build upon it a better and nobler Citizenship."

**(Installing Officer addresses the members of the club.)**

Fellow Civitans, the officers of your choice now stand before you. Since you have laid upon them the solemn responsibility of leadership, it becomes your duty to wholeheartedly support them in every undertaking for the advancement of this club and the common good of Civitan. Individual responsibility, properly conceived and accepted, is the ultimate factor in the success of our organization.

**(Installing Officer addresses the new officers.)**

On behalf of Civitan International, the \_\_\_\_\_ Civitan Club and the \_\_\_\_\_ Campus Civitan club, I declare you duly installed. I extend to you the right hand of fellowship and the token of your office.

Congratulations!

**(The Installing Officer shakes hands with each officer and presents their Officer Pin.)**

# FORMS AND REPORTS

## Summary

### Membership

For every new member, a membership application must be completed and returned to Civitan International. The membership chairperson should keep a copy of these forms for future reference.

### Officer Report

Immediately after new officers are elected, this report should be sent to International. If your club is not yet on the January 1 – December 31 year, your club needs to work with the Civitan International staff to do so. If you do not elect a full slate of officers, turn in the report anyway and make updates later.

### Dues and Roster

In the fall, the club should collect dues from all members and submit them with a current membership roster. Any new members who join during the year should also pay dues; they are only pro-rated after January. A new roster and additional International dues should be sent in during March.

### Activity Reports

These reports are very important!! First, they let us know what your club is doing. Second, they let us know what areas your club may need help with. In addition, club news for the *CiviTimes* newsletter will be drawn from these reports.

### Report of Graduating Members

Civitan International wants to help Campus members remain a part of the organization well after graduation. To aid in this, we ask that all clubs complete this form at the end of each term.

### Club Self-Evaluation

This evaluation thoroughly covers many areas of successful Campus clubs and helps to identify trouble spots. Though it is not recommended that club members complete the form during a meeting, all members (especially officers) should fill out the form sometime in the year.

### Awards Applications

Each year at the annual Campus Civitan Conference, awards will be given to a number of outstanding clubs. In order to participate in the awards program, you will need to complete the applications and have them turned in by February 1.

### Honor Club Application

Honor Club is a non-competitive award, which means that every club has the opportunity to be recognized as an Honor Club. This should be completed and returned to Civitan International by February 1.

### Ordering Supplies

Frequently, the club will need to order supplies from the Civitan Supply House. Orders can also be placed by e-mail ([supplies@civitan.org](mailto:supplies@civitan.org)) or over the telephone (you will need to have all the information on the form) by calling the Supply House at 1-800-CIVITAN. Supply items may be viewed and a catalog may be downloaded at [www.civitan.org/supplies/](http://www.civitan.org/supplies/).

## MORE FORMS?

It may seem as if there are an endless array of forms and reports to complete, especially if you have forms for your college. Try to distribute the paperwork among the leaders and officers of the club to make the task seem less daunting, but make sure to coordinate through one person so that all deadlines are met and the information is consistent.





# Campus Civitan Application for Membership

Please print. Make additional copies as needed.

Name \_\_\_\_\_ Campus Civitan Club \_\_\_\_\_

Email \_\_\_\_\_ School Telephone \_\_\_\_\_

School Address \_\_\_\_\_

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

Summer/Home Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

School Attending \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Classification \_\_\_\_\_ Major \_\_\_\_\_

Other organizations/activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Optional information  Male  Female

Single  Married

Birth Date \_\_\_\_\_

Former Civitan Club (if applicable) \_\_\_\_\_

Location \_\_\_\_\_

Indicate your special interest areas for Civitan Club work:

- Fund Raising
- Community Projects
- Social Activities
- Programs
- Publicity
- Membership Growth
- Awards
- Information Technology
- Newsletter
- Other (specify) \_\_\_\_\_

**Completed By New Members Only**

I hereby request membership in the \_\_\_\_\_

Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay the sum of \$5.00 as an initiation fee, in addition to annual club and Civitan International dues. I understand that \$2.00 of the Civitan International annual dues applies to liability insurance.

\_\_\_\_\_

**Signature of Applicant** **Date**

**Completed By Former Junior Civitans, Transfers or Reinstated Members Only**

I hereby request membership in the \_\_\_\_\_

Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay annual club and Civitan International dues. I understand that \$2.00 of the Civitan International annual dues applies to liability insurance, and that my initiation fee is waived.

\_\_\_\_\_

**Signature of Applicant** **Date**



# 2013-14 Campus Civitan Club Officers

Name of District \_\_\_\_\_ Sponsoring Club \_\_\_\_\_  
 Name of Campus Civitan Club \_\_\_\_\_  
 Name of College \_\_\_\_\_ Club Fax Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Club Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Club Email \_\_\_\_\_ Club Web page \_\_\_\_\_

**President** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Vice President** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Secretary** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**PR Coordinator** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Director** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Director** \_\_\_\_\_ Telephone Number \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Advisor** \_\_\_\_\_ Work Telephone \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Home Telephone \_\_\_\_\_ - \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

**Sponsoring Club Chair** \_\_\_\_\_ Work Telephone \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Home Telephone \_\_\_\_\_ - \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_ Year in School \_\_\_\_\_

*The sponsoring club chair is a Civitan appointed by the incoming president of your sponsoring club. Contact your sponsoring club for this information and send a copy of this form to your sponsoring club..*

**Photocopy this form and send to:** **Campus Civitan**  
**P. O. Box 130744**  
**Birmingham, Alabama 35213-0744**



# CAMPUS CIVITAN DUES INFORMATION

Our dues structure is broken down into two categories:

Old members and new members joining in the beginning of the *school* year (July 1 through Dec. 31)

Deadline for Dues being sent to International: <b>November 15</b>	
Civitan Initiation Fee (new members only).....	\$5.00
Campus Civitan International Dues.....	\$15.00
<b>TOTAL</b>	<b>\$20.00</b>

New members joining half way through the *school* year (January 1 through June 30)

Deadline for Dues being sent to International: <b>March 31</b>	
Civitan Initiation Fee (new members only).....	\$5.00
Campus Civitan International Dues.....	\$7.50
<b>TOTAL</b>	<b>\$12.50</b>

In both instances, **only new members of Campus Civitan pay the Initiation Fee.** If the person is a returning member of Campus Civitan, former member of Junior Civitan or Civitan, then the initiation fee is waived. This would bring the totals to \$15.00 and \$7.50, respectively. Note that the dues do not cover the cost of Civitan pins; pins must be ordered separately.

Checks for dues should be made payable to Civitan International. It would also be helpful to indicate somewhere on the check that these are "Campus" Dues. All checks should be sent to Civitan World Headquarters.

In addition to these dues, we also suggest that a club charge at least \$5.00 for club dues.





Due November 15

# Campus Civitan Annual Membership and Dues Report

College: \_\_\_\_\_

Date: \_\_\_\_\_

- 1 **Club Roster:** Send with this report, a list of all club members, including: name, complete school mailing address, email address, school telephone number, home (summer) mailing address and home telephone number.
- 2 **Payment Summary:** To determine your club's fee payment, fill out sections A and B. The total of both A and B will be your total payment. Attach payment to this form and send it with the club roster. The initiation fee does not apply to current, transferred or reinstated members. **Fees due November 15 cover the entire school year and are for students who join after July 1.**

A. For current, transfers (from Campus, Junior or Civitan Clubs) or reinstated members:

**International Fee:**  
 \_\_\_\_\_ x \$15.00 = \$\_\_\_\_\_  
 (No. of members)

**A Total** = \$\_\_\_\_\_

B. For new members:

**Initiation Fee:**  
 \_\_\_\_\_ x \$5.00 = \$\_\_\_\_\_  
 (No. of new members)

**International Fee:**  
 \_\_\_\_\_ x \$15.00 = \$\_\_\_\_\_  
 (No. of new members)

**B Total** = \$\_\_\_\_\_

**A Total + B Total** = \$\_\_\_\_\_

**Mail this report, club roster and check for dues to:**  
 Campus Civitan  
 P.O. Box 130744  
 Birmingham, AL 35213-0744





Due March 31

# Campus Civitan Mid-Year Membership and Dues Report

College: \_\_\_\_\_

Date: \_\_\_\_\_

- 1 **Club Roster:** Send with this report, a list of all club members, including: name, complete school mailing address, email address, school telephone number, home (summer) mailing address and home telephone number.
- 2 **Payment Summary:** To determine your club's fee payment, fill out sections A and B. The total of both A and B will be your total payment. Attach payment to this form and send it with the club roster. The initiation fee does not apply to current, transferred or reinstated members. **Fees due March 31 only cover the 2nd half of the school year and are only for students who join after January 1.**

A. For transfers (from Campus, Junior, or Civitan Clubs), reinstated members or old members who were not enrolled during the Fall (internship, study abroad, etc).

**International Fee:**  
 \_\_\_\_\_ x \$7.50 = \$\_\_\_\_\_  
 (No. of members)

**A Total** = \$\_\_\_\_\_

B. For new members:

**Initiation Fee:**  
 \_\_\_\_\_ x \$5.00 = \$\_\_\_\_\_  
 (No. of new members)

**International Fee:**  
 \_\_\_\_\_ x \$7.50 = \$\_\_\_\_\_  
 (No. of new members)

**B Total** = \$\_\_\_\_\_

**A Total + B Total** = \$\_\_\_\_\_

**Mail this report, club roster and check for dues to:**  
 Campus Civitan  
 P.O. Box 130744  
 Birmingham, AL 35213-0744





3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?

Yes       No

### **Part III: Club Activities**

1. Describe your service projects since the last report. (list separately and give details)

2. Any special meetings or interesting programs held since last report. (give details)

3. Any fund raising projects held since last report. (give details and amount raised in each)

4. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)

5. Has your club elected new officers?       Yes    No   If not, when have you planned to elect new officers? \_\_\_\_\_

6. When will you hold an officer training retreat for the new officers? \_\_\_\_\_

7. Has your club turned in dues and a club roster?       Yes    No

8. Is your club reporting any graduating members this term (Report Due Dec 1)    Yes    No

9. Is your club experiencing any problems?       Yes       No      If yes, please explain.

Date \_\_\_\_\_

\_\_\_\_\_ (secretary signature)

\_\_\_\_\_ (president signature)

**Photocopy this form and send to:**

Campus Civitan

P.O. Box 130744

Birmingham, AL 35213-0744

**\* Send a copy to your sponsoring club!**



3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?

Yes       No

### Part III: Club Activities

1. Describe your service projects since the last report. (list separately and give details)
  
2. Any special meetings or interesting programs held since last report. (give details)
  
3. Any fund raising projects held since last report. (give details and amount raised in each)
  
4. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)
  
5. Who will serve as the summer contact person for your club?  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_
  
6. Will your club be promoting itself at any Summer Freshman Orientations?  Yes  No  
 If so, when? \_\_\_\_\_
  
7. Has your club turned in dues and a club roster?       Yes  No
  
8. Is your club reporting any graduating members this term (Report Due May 1)  Yes  No
  
9. Is your club experiencing any problems?     Yes       No      If yes, please explain.

Date \_\_\_\_\_

\_\_\_\_\_  
*(secretary signature)*

\_\_\_\_\_  
*(president signature)*

**Photocopy this form and send to:**  
 Campus Civitan  
 P.O. Box 130744  
 Birmingham, AL 35213-0744

***\* Send a copy to your sponsoring club!***











# Campus Civitan

## Club Self Analysis

**Purpose:** The purpose of this self-analysis is to give organizations (club members and officers) the opportunity to evaluate their club. In addition, it points out those areas of club operation and function that are essential to a successful organization. It will also tend to show those areas in which the members need more education.

**Method:** Set aside a whole club meeting and have the members fill out the questionnaire. This will enable them to ask questions and to ensure that it will be completed and returned. After the answers have been tabulated, set aside another meeting in order to discuss the results with the members.

**Instructions:** Answer each question to the best of your ability. You are not required to sign your name.

Name of Club: \_\_\_\_\_ Date: \_\_\_\_\_

Are you presently a club officer or member of the board of directors? ..... Yes No

### 1. Club Constitution and Bylaws

- A. Does your club have an updated constitution and bylaws? ..... Yes No
- B. Have you ever seen a copy of them? ..... Yes No
- C. Are you familiar with their provisions? ..... Yes No
- D. Do you have suggestions for changes? \_\_\_\_\_

### 2. Club goals (Does your club have established goals in the following areas?):

- A. Membership..... Yes No
- B. Projects/Events..... Yes No
- C. Fundraising and Finance..... Yes No
- D. Club Awards..... Yes No
- E. New Club Building..... Yes No
- F. Other (describe): \_\_\_\_\_

### 3. Committee (This includes a "committee" with just a chair):

- A. What committees does the club have?
  - 1. Membership Services ..... Yes No
  - 2. Service Projects ..... Yes No
  - 3. Club Meeting Programs ..... Yes No
  - 4. Bulletins/Newsletters ..... Yes No
  - 5. Fundraising ..... Yes No
  - 6. Sponsoring Civitan Club Involvement ..... Yes No
  - 7. Junior Civitan/Youth projects ..... Yes No
  - 8. Budget and Finance ..... Yes No
  - 9. Social ..... Yes No
  - 10. Publicity ..... Yes No
  - 11. Information Technology (web page/email lists)..... Yes No
  - 12. Awards ..... Yes No
  - 13. Other (describe): \_\_\_\_\_
- B. Do you feel these committees are functioning?

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**4. Club meeting:**

- A. Is your club's meeting place conveniently located for the majority of members? ..... Yes No
- B. Is the meeting room isolated from other activities and free of noises and distraction? ..... Yes No
- C. Are you able to display a club banner or sign to advertise your meeting place? ..... Yes No
- D. Are members and guests given name badges? ..... Yes No
- E. Do the meetings start and end on time? ..... Yes No
- F. Does the president have a prepared agenda? ..... Yes No
- G. Does the president run the meeting in an orderly fashion? ..... Yes No
- H. Is there a sergeant-at-arms to set-up the meeting room and keep order during the meetings? ..... Yes No
- I. Are guests introduced? ..... Yes No
- J. Do greeters welcome people at the door? ..... Yes No
- K. Do normal meetings have a good balance between socializing, business and new idea sharing? ..... Yes No
- L. Do you have programs on a regular basis? ..... Yes No
- M. Are those programs generally ever entertaining, informative, current and/or pertinent? ..... Yes No
- N. Do you feel the programs are a selling point to prospective members? ..... Yes No
- O. Do you have Civitan education programs regularly? ..... Yes No
- P. Does your club meet..... Once a Month    More than Monthly    Less than Monthly
- Q. Approximately what percentage of your club membership attends the meetings? \_\_\_\_\_%
- R. Do you enjoy attending club meetings? ..... Yes No
- S. Comments \_\_\_\_\_

**5. Club board meetings:**

- A. Are board meetings held at least once a month?.....Yes No
- B. Do they start on time? ..... Yes No
- C. Do you have difficulty getting quorum at board meetings? ..... Frequently    Sometimes    Never
- D. Does the president have a prepared agenda? ..... Yes No
- E. Are committee chairs requested to attend board meetings and give reports? ..... Yes No
- F. Does the board review the financial condition of the club at each meeting? ..... Yes No
- G. Does the board review membership attendance/financial obligations at each meeting? .....  
Yes No
- H. Do club members attend board meetings? ..... Yes No
- I. Does the board discuss and probe into matters before making a decision? ..... Yes No
- J. Comments \_\_\_\_\_

**6. Social:**

- A. Does the club have a year-round social program? ..... Yes No
- B. Does your club have socials ..... Monthly    Bi-monthly    Quarterly    Semi-annually    Annually    Never
- C. Is the social program diversified? ..... Yes No
- D. Are the club social functions well attended in relationship to your club's total membership? ..... Yes No
- E. Do you feel that your club has a good social program? ..... Yes No
- F. Comments \_\_\_\_\_

**7. Budget and Finance:**

- A. Does the club have a budget? ..... Yes No
- B. Is it reviewed against expenditures and income each month by the board of directors?..... Yes No
- C. Does the club stay within the overall budget? ..... Yes No
- D. Are there periodic revisions in the budget? ..... Yes No
- E. Does the treasurer have difficulty collecting dues and other obligations of members? ..... Yes No
- F. Is there a substantial number of members delinquent in dues? ..... Yes No
- G. Is your club in sound financial condition? ..... Yes No
- H. Comments \_\_\_\_\_

**8. Bulletin/Newsletter:**

- A. Does the club have a bulletin/newsletter? ..... Yes No
- B. How often is it published? ..... Weekly    Monthly    Other
- C. Is it easy to read? ..... Yes No
- D. Does it include the names of club officers? ..... Yes No
- E. Does it contain club activities? ..... Yes No
- F. Does it contain campus activities? ..... Yes No
- G. Does the editor frequently "editorialize"? ..... Yes No
- H. If so, do you feel this is warranted? ..... Yes No

- I. What is your opinion of the bulletin? ..... Excellent Good Fair Poor
- J. Does it stimulate members interest in the activities of the club? ..... Yes No
- K. Comments: \_\_\_\_\_

**9. Club officers and directors:**

- A. Have club officers been trained for their jobs? ..... Yes No
- B. Do you feel the president is doing ..... Excellent Good Fair Poor
- C. In what areas do you feel the president could be doing a better job? De-  
scribe: \_\_\_\_\_
- D. Do you feel the officers/board members' support of the president is ..... Excellent Good Fair Poor
- E. Do you feel that the Faculty Advisor's assistance is ..... Too much Too little Just Right
- F. Do you feel that the club officers know their jobs? ..... Yes No
- G. Do you feel that club officers are doing ..... Excellent Good Fair Poor
- H. Does your club have difficulty getting candidates to run for club offices? ..... Yes No
- I. Does your leadership tend to come through the chairs? ..... Sometimes Yes No
- J. Are the candidates for office aware of the duties and responsibilities of the position? ..... Yes No
- K. Do you have contested elections? ..... Almost always Occasionally Very seldom
- L. Comments: \_\_\_\_\_

**10. Projects and Activities:**

- A. Are prospective projects/activities reviewed by a committee and/or the board of directors (or officers) before being presented to the club? ..... Yes No
- B. Does your club have a major continuing project? ..... Yes No
- C. Are your service projects primarily check writing? ..... Yes No
- D. Do your activities involve a substantial amount of member participation? ..... Yes No
- E. Does this participation generally involve the same group of members? ..... Yes No
- F. Do you have difficulty getting members to participate in activities? ..... Yes No
- G. Does your club have a number of small service projects? ..... Yes No
- H. Do you have on-campus projects that draw attention to your club? ..... Yes No
- I. Do you have projects with your sponsoring Civitan club? ..... Yes No
- J. Do you feel that your club is making a significant contribution to its members, campus and the community? ..... Some of them Yes No
- K. Do you feel that your service projects are newsworthy? ..... Yes No
- L. List three service projects that your club engaged in during the previous 12 months:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
- M. Are you satisfied with your club's projects? ..... Yes No
- N. Does your club collaborate with other organizations on projects or activities? ..... Yes No
- O. Comments: \_\_\_\_\_

**11. Fund Raising:**

- A. Does your club have adequate funds to provide for your regular activities? ..... Yes No
- B. Do you have difficulty in coming up with fund raising projects? ..... Yes No
- C. Do you have difficulty in getting the members to participate in fund raising activities? ..... Yes No
- D. List three of your major fund raising projects:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
- E. Does your club approach the Student Government Association for funding? ..... Yes No
- F. Comments: \_\_\_\_\_

**12. Membership and Retention:**

- A. What is your current club membership? \_\_\_\_\_
- B. Do you feel that this is the size that the club should be? ..... Yes No
- C. If not, what size do you think it should be? \_\_\_\_\_
- D. Has your club had a net gain or loss in membership in the last year? ..... Gain Loss
- E. When was the last time your club had a formal membership drive? \_\_\_\_\_
- F. What type was it? \_\_\_\_\_
- G. Was the membership drive successful? ..... Yes No

- H. How many new members were brought in? \_\_\_\_\_
- I. Are your club members really interested in bringing new members? ..... Yes No
- J. Does the club have an orientation program for new members? ..... Yes No
- K. Were you given an orientation to the club when you joined? ..... Yes No
- L. Are new members immediately involved in the activities of the club ..... Sometimes Yes No
- M. Are new members encouraged to attend board meetings? ..... Yes No
- N. Is your club using the V.I.P. Awards Programs with new members? ..... Yes No
- O. If so, has it proven successful? ..... Yes No
- P. Does the club follow-up on absentees? ..... Yes No
- Q. If so, how is the follow-up accomplished? ..... Telephone Personal Contact Letter  
Other (describe): \_\_\_\_\_
- R. Does your club use every means of distributing information to members?  
..... Newsletter Webpage Email List Calling Teams  
Other (describe): \_\_\_\_\_
- S. Comments: \_\_\_\_\_

**13. Publicity:**

- A. Does your club use traditional forms of on-campus publicity?  
Flyers Banners Table Tents in Dining Halls Sidewalk Chalk Newspaper  
TV/Radio Bookmarks Brochures Displays Campus Mailings
- B. Does your club have T-shirts? ..... Yes No
- C. Does your club have a Webpage? ..... Yes No
- D. Do your club members wear their Civitan pins daily? ..... Yes No
- E. Does your club make use of off-campus publicity? ..... Yes No

**14. Fellowship:**

- A. Do you feel that your club is a friendly group? ..... Sometimes Yes No
- B. Are new members made to feel a part of the club? ..... Yes No
- C. Does your club have cliques? ..... Yes No
- D. If so, do you feel that they have.....Helped the club Harmed the club Made no difference
- E. Does the club participate in inter-club activities? ..... Yes No
- F. Comments: \_\_\_\_\_

**15. District and International:**

- A. Do members attend Civitan District Meetings? ..... Yes No
- B. Do members ever assist the Campus Civitan District Chairperson? ..... Yes No
- C. Do members attend the Annual Campus Civitan Conference? ..... Yes No
- D. Does your club hold a "Barnyard Dinner"? (The Campus Civitan International Project) ..... Yes No

**16. What do you consider to be your club's basic problem(s)?**

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**17. How would you solve these problems?**

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**18. What do you consider to be your club's greatest selling points?**

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**19. What changes or improvements (if any) would you make in your club?**

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# **Campus Civitan Awards Program**

The following awards will be presented annually at the Campus Civitan Conference. Applications must be received at Campus Civitan, One Civitan Place, Birmingham, Alabama 35213, USA, no later than **February 1**.

Campus Civitan awards will be judged by a panel of community and civic leaders with experience with various groups and projects. Judging will be held prior to conference. Awards will be based on the Campus Civitan year running from January 1 - December 31.

All awards judging will be based on service, knowledge and fellowship of the past year's activities only. **Individuals may compete in only one category.** All nominations must be included in **one** (1) standard 8 ½ by 11 inch notebook no thicker than one inch, with the proper cover sheet (provided with award applications).

## **CAMPUS CLUB OF THE YEAR**

This award recognizes the top two (2) clubs which have proven to be outstanding through the organization of projects, participation in the district and international activities and through growth of the club numerically or internally. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation). First and second place will be awarded.

Judging criteria: community and campus projects- 35%; participation in district and international projects- 20%; publicity received- 15%; participation with another club (Civitan, Campus Civitan or Junior Civitan)- 15%; growth (numerical or internal)- 10%; neatness and presentation- 5%.

## **OUTSTANDING NEW CLUB**

This award recognizes the top new club (chartered no longer than two years as of the awards deadline) that has proven to be outstanding through the organization of projects, participation in the district and international activities and through publication of club activities. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation).

Judging criteria: community and campus projects- 40%; participation in district and international projects- 20%; publicity received- 20%; participation with another club (Civitan, Campus Civitan or Junior Civitan)- 15%; neatness and presentation- 5%.

## **SERVICE PROJECT OF THE YEAR**

This award recognizes the top two (2) clubs with an outstanding project (community or campus) during the year. Nominations should be made by the club president or district Campus Chair. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). First and second place will be awarded.

Judging criteria: usefulness of project- 40%; participation of members- 30%; originality of project and organization involved- 15%; publicity received- 10%; neatness and presentation- 5%.

### **OUTSTANDING JOINT RELATIONSHIP**

This award recognizes the Campus Civitan Club with the best relationship with another Civitan club over the past year. This relationship may be with another Campus Civitan club, a Civitan club, or a Junior Civitan club. An awards committee representing the two clubs should work together to prepare the nomination. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation).

**Note:** The award year will be based on the Campus Civitan year of January 1 to December 31, regardless of the level (Junior Civitan, Campus Civitan, Civitan) of the co-applicant club.

Judging criteria: usefulness of projects completed together- 30%; fellowship activities- 20%; participation of members from each club at each activity- 20%; originality of activities and organization involved- 15%; publicity received- 10%; neatness and presentation- 5%.

### **CAMPUS CIVITAN OF THE YEAR**

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 or members of the Growth & Development Committee may be nominated only if the nomination does not include activities performed for these specific positions. Nominations may be submitted by club presidents or district Campus chairs. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation).

Judging criteria: club activities- 35%; district and international activities- 20%; Non-Civitan campus and community activities- 20%; special contributions to his/her club- 20%; neatness and presentation- 5%.

### **TRAILBLAZER AWARD**

This award recognizes the Campus Civitan supporter (and Junior Civitan, Campus Civitan, Civitan) who, through activities over the past year, has shown a commitment to the success of the entire Campus Civitan program and to its growth and development. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation).

Judging criteria: building and recruiting- 30%; development of the Campus Civitan program on the club, district and international levels- 30%; promotion of the Campus program/raising Campus Civitan awareness- 20%; strengthening relations between the three organizations (Junior Civitan, Campus Civitan and Civitan)- 15%; neatness and presentation- 5%.

(Include the coversheet in the front of your awards notebook)



# Campus Civitan Awards Coversheet

Please check the items below corresponding with all award applications included in this notebook.

1. \_\_\_\_ Campus Club of the Year
  
2. \_\_\_\_ Outstanding New Club
  
3. \_\_\_\_ Service Project of the Year
  
4. \_\_\_\_ Outstanding Joint Relationship
  
5. \_\_\_\_ Campus Civitan of the Year
  
6. \_\_\_\_ Trailblazer Award

**Due no later than February 1****Nomination Form**

# **Campus Club of the Year**

**Nomination submitted by:** \_\_\_\_\_**Club Name:** \_\_\_\_\_

This award recognizes the top two clubs that have proven to be outstanding through the organization of projects, participation in district and international activities in general and through growth as a club numerically and internally. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. First and second place will be awarded.

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, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times 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. Elaborate on the club's growth numerically and in strength.

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:**

Community and campus projects.....	35%
Participation in district and international activities .....	20%
Publicity received .....	15%
Participation with another club (Civitan, Campus Civitan or Junior Civitan).....	15%
Growth (numerical and internal) .....	10%
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.**

**Due no later than February 1**

**Nomination Form**

# **Outstanding New Campus Club**

**Nomination submitted by:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

This award recognizes the top new club (chartered no longer than two years as of the awards deadline) that has proven to be outstanding through the organization of projects, participation in district and international activities in general and through publication of club activities. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 20 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, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times 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. Elaborate on the club's growth numerically and in strength.

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:**

Community and campus projects .....	40%
Participation in district and international activities .....	20%
Publicity received .....	20%
Participation with another club (Civitan, Campus Civitan or Junior Civitan) .....	15%
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.**

**Due no later than February 1****Nomination Form**

# **Campus Service Project of the Year**

**Nomination submitted by:** \_\_\_\_\_**Club Name:** \_\_\_\_\_

This award recognizes the top two clubs with an outstanding project (community or campus) during the year. Nominations should be made by the club president or district Campus Civitan chair. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. First and second place will be awarded.

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, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times 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. Elaborate on the club's growth numerically and in strength.

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:**

Usefulness of Project .....	40%
Participation of members .....	30%
Originality of project and organization involved.....	15%
Publicity received .....	10%
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.**

**Due no later than February 1**

**Nomination Form**

# Outstanding Joint Relationship

**Nomination submitted by:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

This award recognizes the Campus Civitan Club with the best relationship with another Civitan club over the past year. This relationship may be with another Campus Civitan Club, a Civitan club, or a Junior Civitan club. An awards committee representing the two clubs should work together to prepare the nomination. Nominations should be limited to a maximum of 10 pages (including attachments and letters of recommendation). Descriptions of projects (type of project, results, etc.) pictures, publicity received, letters of recommendation, etc. are encouraged. **Note:** This award will be based on the Campus Civitan year of January 1 to December 31, regardless of the level (Junior Civitan, Campus Civitan, Civitan) of the co-applicant club.

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, the number of members in your club, the number of members participating in each event, what percentage of your membership this represents, how many man-hours were involved, etc. When providing information about man-hours, you should calculate each member times 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. Elaborate on the club's growth numerically and in strength.

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:**

Usefulness of projects completed together.....	30%
Fellowship activities.....	20%
Participation of members from each club at each activity .....	20%
Originality of activities and organization involved.....	15%
Publicity received.....	10%
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.**

**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.**

**Due no later than February 1**

**Nomination Form**

# Trailblazer Award

**Nomination submitted by:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

This award recognizes the Campus Civitan supporter (Junior Civitan, Campus Civitan, Civitan) who, through activities over the past year, has shown a commitment to the success of the entire Campus Civitan program and to its growth and development. Nominations should be limited to a maximum of 15 pages (including attachments and letters of recommendation). Descriptions, 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:**

Building and recruiting .....	30%
Development of the Campus Civitan program on the club, district and international levels.....	30%
Promotion of the Campus program/raising Campus Civitan awareness.....	20%
Strengthening relations between Junior Civitan, Campus Civitan and Civitan .....	15%
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.**







# Civitan International Campus Honor Club Application

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_

### Advisor for Award Year

Name: \_\_\_\_\_ Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_

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

### Club President for Award Year:

Name: \_\_\_\_\_ Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_

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

Upon completion of this form, it should be mailed to World Headquarters to be received no later than **February 1**. Supporting material should be attached on sheets no larger than 8 1/2 x 11 inches.

## Category 1: Service (Mandatory)

Clubs must report one project in each of the five areas: (A) youth; (B) service to mentally and physically handicapped; (C) community service; (D) fund raising; and (E) project benefiting the Civitan International Research Center (Theme/Barnyard Dinner). **One of the projects in Sections A - D must be in conjunction with another Campus, Junior or Civitan club (please indicate this in the projects description). A project may not be listed in more than one category.**

### A. Youth:

1. Month and year of project: \_\_\_\_\_

2. Project name: \_\_\_\_\_

3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**B. Service to Mentally and Physically Handicapped:**

1. Month and year of project: \_\_\_\_\_
2. Project name: \_\_\_\_\_
3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) \_\_\_\_\_

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**C. Community Service:**

1. Month and year of project: \_\_\_\_\_
2. Project name: \_\_\_\_\_
3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) \_\_\_\_\_

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

**D. Fund Raising:**

- 1. Month and year of project: \_\_\_\_\_
- 2. Project name: \_\_\_\_\_
- 3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Project benefiting the Civitan International Research Center:**

*It is recommended for this section that you participate in the Campus Civitan International Program known as the **Theme or Barnyard Dinner**. At least 50% of the money raised should go to the Civitan International Research Center, with the other 50% benefiting another charity.*

- 1. Month and year of project: \_\_\_\_\_
- 2. Project name: \_\_\_\_\_
- 3. Concise description of project (include organizing, benefit to community, number/percentage of club members participating, length of project, results, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

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

## Category 2: Knowledge (Mandatory)

A. **Speaker or Program:** Description of outside speakers/topics or program that were featured at club meetings. List two programs.

1. Speaker: \_\_\_\_\_

General Topic: \_\_\_\_\_

2. Speaker: \_\_\_\_\_

General Topic: \_\_\_\_\_

B. **Club Education Programs:** Description of programs at regular/special meetings telling of the history of Civitan. Primary emphasis should be placed on educating members on the club's history and past achievements. **List one program.**

1. \_\_\_\_\_

\_\_\_\_\_

## Category 3: Fellowship

Of the items below, a minimum of 7 are required in this category. Please list items completed with a check mark.

- 1. Fellowship time before/after meeting
- 2. Welcoming Committee
- 3. Mystery Greeter
- 4. Inter-club meetings
- 5. Club visitations
- 6. Social activities
- 7. All guests greeted by members
- 8. Follow-up letter sent to each guest
- 9. Guests supplied with nametags
- 10. All guests introduced during meetings
- 11. New members placed on committees after joining
- 12. Calling committee
- 13. Other \_\_\_\_\_
- 14. Other \_\_\_\_\_

Club Name: \_\_\_\_\_

### Category 4: Club Management (All Items Mandatory)

- 1. All officers trained: \_\_\_\_\_ Date: \_\_\_\_\_  
     President   Vice President   Secretary   Treasurer
- 2. Club had active Board of Directors (attach list)
- 3. Membership roster published by club (attach copy)
- 4. Bulletin/newsletter published regularly (attach copy)
- 5. Budget adopted by club (attach copy)
- 6. Constitution and Bylaws adopted
- 7. Club had on-going new member orientation program
- 8. Member encouraged to wear lapel pins
- 9. Banner displayed at all meetings
- 10. Club held one or more membership recruitment meetings

### Category 5: Membership (Mandatory)

Club must show a membership increase for the award year. (The club rosters will be utilized in verifying a club's beginning/ending year membership)


- 1. Club's starting membership for the award year \_\_\_\_\_
- 2. Club's ending membership for the award year \_\_\_\_\_

*I have reviewed the application and believe the contents are accurate.*

Date \_\_\_\_\_

\_\_\_\_\_ (President signature)

\_\_\_\_\_ (Advisor/Sponsoring Club signature)





**Go to [www.civitan.org/supplies/](http://www.civitan.org/supplies/) to view items and download catalog.**







