

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%

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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.

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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%

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Due no later than February 1

Nomination Form

Campus Civitan of the Year

Nomination submitted by: _____

Club Name: _____

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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.

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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.

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