

# CAMPUS CIVITAN REQUEST FOR CHARTER SUPPLIES

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

Sponsoring Club: \_\_\_\_\_ Sponsoring Club Number: \_\_\_\_\_

Club Builders: 1. \_\_\_\_\_ E-mail: \_\_\_\_\_

2. \_\_\_\_\_ E-mail: \_\_\_\_\_

3. \_\_\_\_\_ E-mail: \_\_\_\_\_

Ship To: Name \_\_\_\_\_

Address \_\_\_\_\_

(Must have street address for shipment by UPS delivery)

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

Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**THERE IS NO CHARGE FOR THE CLUB BANNER,  
CHARTER MEMBER CERTIFICATE, MEMBER ID CARDS AND PINS.**

**FOR THE CLUB:**

Banner (see Banner Order Form - 6 to 8 week delivery)

Quantity Per Club: (1) **M701** Charter  
(10) **CL164** Campus Club Administrative Manual

**FOR EACH CHARTER MEMBER:**

\_\_\_\_\_ **CF242** Charter Member Certificate      \_\_\_\_\_ **G628** Membership ID Card

\_\_\_\_\_ **A102** Charter Member Pins (Note: Civitan International provides a lapel pin for each member of a new club. Order is limited to one pin per member. Officer pins may be ordered on the *Order Form for Additional Supplies.*)

**FREE GIFT ITEMS**

When chartering with **40 or more members**, the new club may choose from the following items as a “free gift” from Civitan International (limit one free gift per Campus Civitan club):

- C2** Luncheon Bell with logo
- C861** Gavel
- W548** Table-top speaker’s lectern
- C27H** Portable Banner Stand
- T531** Scrapbook (specify exact club name for lettering)

It is the responsibility of the club builder to notify the Campus Coordinator of the club’s choice of the free gift as applicable.

# CAMPUS CIVITAN ORDER FORM FOR ADDITIONAL SUPPLIES

Name of Campus Club: \_\_\_\_\_

Sponsoring Club: \_\_\_\_\_ Date: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

**Ship To:** Name \_\_\_\_\_

Address \_\_\_\_\_ (Must have street address since shipment is by UPS delivery)

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

E-mail: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**Bill to:**  Sponsoring Club  American Express  MasterCard  Visa  Discover/Novus

Credit Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

CID# (Last 3 or 4 numbers on back of card) \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**CL175** Sample Campus Civitan Constitution and Bylaws. . . . . Free

The Civitan Catalog of supplies, awards, and gifts with the distinctive Civitan logo. . . . . Free

**THE FOLLOWING ITEMS MAY BE PURCHASED IN ADDITION TO  
THE FREE CHARTER PRESENTATION SUPPLIES:**

**LITERATURE TO HELP YOU RECRUIT**

- \_\_\_\_\_ **CL163** Campus Brochure, package of 50 ..... \$2.50
- \_\_\_\_\_ **CL182** *What Is Civitan?* (tri-fold, business card size), package of 100 ..... \$2.50
- \_\_\_\_\_ **CL164** *Campus Civitan Club Administrative Manual*, each ..... \$1.00

**ADDITIONAL PINS**

- \_\_\_\_\_ **B105** President Pin ..... \$14.25
- \_\_\_\_\_ **B107** Vice President Pin ..... \$12.50
- \_\_\_\_\_ **B109** Secretary Pin ..... \$12.50
- \_\_\_\_\_ **B111** Treasurer Pin ..... \$12.50
- \_\_\_\_\_ **B114** Chaplain Pin ..... \$10.25
- \_\_\_\_\_ **B116** Sergeant-at-Arms Pin ..... \$10.25
- \_\_\_\_\_ **B118** Director Pin ..... \$12.50
- \_\_\_\_\_ **A102** Charter Member Pin ..... \$5.00

**SUPPLIES FOR CHARTER NIGHT**

- \_\_\_\_\_ **H631** Place Mats, (100) ..... (closeout) \$5.00
- \_\_\_\_\_ **H634** Program Cover Folders, (100) ..... \$10.00
- \_\_\_\_\_ **B36** Stick-On Name Tags (50) ..... \$6.00
- \_\_\_\_\_ **G610** Guest Luncheon Cards, (100) ..... \$7.00
- \_\_\_\_\_ **G611** Member Luncheon Cards, (100) ..... \$7.00
- \_\_\_\_\_ **X550** Flag Set , 4" x 6" Flags ..... \$50.00
- \_\_\_\_\_ **CL126** Initiation and  
Installation Ceremonies ..... \$10

**MISCELLANEOUS**

**Door Prize/Speaker's Gift Suggestions** (check the catalog for current prices):

- Pens
- Paper Cube
- Auto Tags & Frames
- Glass Tumbler
- Travel/Coffee Mug
- Letter Opener
- Desk Accessories
- Portfolios

Shipping charges will be added to invoice. Minimum order accepted is \$10.00. A \$2.00 shipping and handling fee will be added to all orders. **All supply prices subject to change.**

Please allow 4 to 6 weeks shipping time for supplies.

Civitan Supply House • P. O. Box 130744 • Birmingham, AL 35213-0744

FAX (205) 592-6307 • E-mail: [civtan@civitan.org](mailto:civtan@civitan.org)