

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