



# Civitan International Honor Club Application

(For award years beginning 2008-09)

**Deadline  
DECEMBER 1**

Instructions: To complete this application in MS Word, save a copy to your computer, complete your entries and save your completed application. Email as an attachment to [awards@civitan.org](mailto:awards@civitan.org). If you wish to complete a hand-written form, print and mail your completed application to the address indicated below.

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

District Name: \_\_\_\_\_

District Number: \_\_\_\_\_ Club Number: \_\_\_\_\_

Club President's Name (for award year): \_\_\_\_\_

Application Completed by: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

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

### Membership Increase:

Beginning membership October 1: \_\_\_\_\_

Ending membership September 30: \_\_\_\_\_

Increase in Membership: \_\_\_\_\_

### Club Building:

Charter/Sponsor a new Civitan club Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_

Charter/Sponsor a new Campus Civitan club: Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_

Charter/Sponsor a new Junior Civitan club: Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_

## CATEGORY 1: Club Recruitment and Retention (Minimum of 5 items required)

Club Recruitment/Retention Activities (Club recruitment and retention is important to the longevity of the Civitan club):

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Held at least two recruitment meetings                                  | <input type="checkbox"/> 7. Club successfully retained 85% or more, of the members listed on the International roster at the beginning of the Civitan year (October 1) |
| <input type="checkbox"/> 2. Held ongoing New Member Orientation program                             | <input type="checkbox"/> 8. Achieved Golden Circle Status during the year or maintained status at year end   |
| <input type="checkbox"/> 3. At least one member qualified as Member Sponsorship Team (MST) *        | <input type="checkbox"/> 9. At least one member sponsors his or her first Civitan member and receives a "First Member Pin" (Sponsor-a-Member program) *                |
| <input type="checkbox"/> 4. At least one member qualified as Distinguished Sponsorship Team (DST) * |  |
| <input type="checkbox"/> 5. Guests introduced during meetings                                       |  |
| <input type="checkbox"/> 6. Follow-up letter or club bulletin/newsletter sent to guests             |  |

\* For more information: [http://www.civitan.com/data\\_uploads/club%20building%20&%20growth/sponsorshipaward.pdf](http://www.civitan.com/data_uploads/club%20building%20&%20growth/sponsorshipaward.pdf)

## CATEGORY 2: Service and Fundraising Projects (Minimum of 9 projects required)

- |   |                                     |
|---|-------------------------------------|
| 1. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 2. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 3. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 4. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 5. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 6. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 7. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 8. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 9. Project Name: _____  | Month/Year of Project: <u>  /  </u> |
| 10. Project Name: _____   | Month/Year of Project: <u>  /  </u> |
| 11. And/or Civitan International promoted fundraisers: <input type="checkbox"/> Candy Box <input type="checkbox"/> Coin Box <input type="checkbox"/> Claxton Fruitcake <input type="checkbox"/> Paula Deen Fundraiser |                                     |

Completed application accepted no later than **December 1** (Note: Districts may have an earlier deadline)

Email to [awards@civitan.org](mailto:awards@civitan.org) or mail to Civitan International Honor Club • P. O. Box 130744, Birmingham, AL 35213-0744 USA

**CATEGORY 3: Knowledge, Fellowship and Club Administration**

**Knowledge** (Minimum of 8 items required)

A. Speaker or Program: Description of speakers and/or club education program and the title or topic featured at club meetings:

- 1. Club Education Program/Topic: \_\_\_\_\_
- 2. Club Education Program/Topic: \_\_\_\_\_
- 3. Speaker/Topic: \_\_\_\_\_
- 4. Speaker/Topic: \_\_\_\_\_
- 5. Speaker/Topic: \_\_\_\_\_
- 6. Speaker/Topic: \_\_\_\_\_
- 7. Speaker/Topic: \_\_\_\_\_
- 8. Speaker/Topic: \_\_\_\_\_
- 9. Civitan Awareness (April): \_\_\_\_\_
- 10. Clergy Appreciation Program (February): \_\_\_\_\_

B. District/International Educational Programs: Description of meeting/seminars attended outside of regular club meetings, i.e. international seminars, international convention, district convention, district-wide meetings, area meetings, district leadership meetings, Civitan computer based education. (Required officer training is not included)

- 11. \_\_\_\_\_ Date of Meeting Attended: \_\_\_\_\_
- 12. \_\_\_\_\_ Date of Meeting Attended: \_\_\_\_\_
- 13. \_\_\_\_\_ Date of Meeting Attended: \_\_\_\_\_
- 14. \_\_\_\_\_ Date of Meeting Attended: \_\_\_\_\_

**Fellowship** (Minimum of 6 items required)

- 1. Fellowship time before/after meeting
- 2. Visits to other clubs
- 3. Greeting Cards sent to members (mail or email)
- 4. Celebrate Club/Member Anniversary
- 5. Social Activities:  Picnic/Cookout  Game Night
- Bowling  Golf/Putting  Progressive Dinner
- 6. Additional Social Activities:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

**Club Administration/Marketing/Recognition** (Minimum of 8 items required)

**Club Administration**

- 1. Club had active Board of Directors
- 2. Bulletin/newsletter published regularly
- 3. Committee chairpersons appointed
- 4. Printed agendas distributed at meetings
- 5. Membership roster published by club
- 6. Club-adopted operating budget
- 7. Banner displayed at meetings
- 8. Bell and gavel used at club meetings

**Marketing/Publicity**

- 9. Club-published marketing materials (brochures, flyers, meeting invitation cards)
- 10. Maintained club web site:  
List web address: \_\_\_\_\_
- 11. Articles in local or regional newspaper or magazine and/or PSA's (TV or Radio)
- 12. Billboards placed

**Awards/Recognition**

- 13. New VIP member(s)
- 14. New Civitan Creed Club member(s)
- 15. Annual awards installation banquet date: \_\_\_\_\_

**CATEGORY 4: Civitan International Charitable Support Activities** (Minimum of 3 programs required)

- 1. Civitan Shropshire Fellow Contribution
- 2. Civitan Research Center Fellow Contribution
- 3. Civitan Freedom Fellow Contribution
- 4. Junior Fellow Program Contribution
- 5. Achieve Helmsman Level or above in Civitans at the Helm Program
- 6. Club Member(s) in President's Council
- 7. Club Member(s) in Legacy Society (Planned Gift/Will)
- 8. Junior Civitan Sno-Do Contribution
- 9. Junior Civitan Dance-a-Thon Contribution
- 10. Unrestricted Fund Contributions to Civitan International

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