

Official Awards Application
Honor Club Application

Club Name: _____ Club Number: _____

District: _____ District Number: _____

Applying for (Check one):

- Honor Club (See box below)
- Honor Club of Distinction (See box below)
- Honor Club of Achievement (Complete form and have a net membership gain of 5-9 members.)
- Honor Club of Excellence (Complete form and have a net membership gain of 10-14 members.)
- Merit Club of Civitan Service (See box below)

Honor Club of Distinction Award — Complete the Honor Club application form, show a net membership gain for the award year, and sponsor a new senior, Campus, or Junior Civitan Club during the award year **or show a net membership increase of 15 or more new members for the award year.**

A. Name of new club: _____

B. Charter Date: _____

Honor Club Award — Complete the Honor Club application form and show a net membership gain for the award year.

...OR...

Complete the Honor Club application form, retain at least 90% of award year starting membership (Rounding up, i.e. 27 members X 90% = 24.3 or 25 members), and sponsor a new senior club during the award year.

A. Name of new club: _____

B. Charter Date: _____

Merit Club of Civitan Service Award — Complete the Honor Club application form. All minimum and mandatory items in Categories 1 through 5 must be attained. Membership increase is not required.

Application Completed by: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone Number: AC _____ (R) _____ (B) _____

Club President for Award Year: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Category 1: Community Service (Mandatory)

Clubs must report a total of ten projects from the following four areas: (A) Service to Youth, (B) Service to People with Mental and/or Physical Disabilities, (C) Projects Addressing Community Needs, and (D) Other. NOTE: A project may not be listed in more than one category.

A. Youth (A joint project with a Junior Civitan Club may be used to fulfill one of the two required projects.)

1. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
2. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____

B. Service to People with Mental and/or Physical Disabilities

3. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
4. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____

C. Projects Addressing Community Needs (Quality of Life):

5. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
6. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____

D. Other: (May be service project of any type. Do not list fundraising activities.)

7. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
8. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
9. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____
10. Name of Project: _____ Number of Volunteer Hours: _____
Month and Year of Project: _____ Percent of Members Participating: _____

Category 2: Knowledge (Mandatory)

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

1. Speaker/Topic: _____
2. Speaker/Topic: _____
3. Speaker/Topic: _____
4. Speaker/Topic: _____
5. Speaker/Topic: _____
6. Speaker/Topic: _____

B. Club Educational Program: Description of programs at regular/special meetings telling of the history of Civitan, the Civitan International Research Center, International Foundation programs, presentation by district officers. Emphasis should be placed on educating members on club's history and past achievements. **List two programs.**

1. _____
2. _____

C. District/International Educational Programs: Description of meeting/seminars attended outside of regular club meetings, i.e. international seminars, international conventions, district conventions, district-wide meetings, and district leadership meetings. **Note: District Convention attendance is mandatory.**

1. _____ Number of Members Attending: _____
2. _____ Number of Members Attending: _____
3. _____ Number of Members Attending: _____

Category 3: Fellowship

Of the items below, a **minimum of 10** are required. Please check all items completed.

- | | |
|---|--|
| <input type="checkbox"/> 1. Fellowship time before/after meeting. | <input type="checkbox"/> 7. Social Activities: |
| <input type="checkbox"/> 2. Visits to other clubs. | <input type="checkbox"/> 1. _____ |
| <input type="checkbox"/> 3. Greeting Committee. | <input type="checkbox"/> 2. _____ |
| <input type="checkbox"/> 4. Guests supplied with name tags. | <input type="checkbox"/> 3. _____ |
| <input type="checkbox"/> 5. All guests introduced during meetings. | <input type="checkbox"/> 4. _____ |
| <input type="checkbox"/> 6. Follow-up letter or club bulletin sent to each guest. | <input type="checkbox"/> 5. _____ |
| <input type="checkbox"/> 8. Other: <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 2. _____ |
| <input type="checkbox"/> 3. _____ | <input type="checkbox"/> 4. _____ |

Category 4: Foundation Activities
(Mandatory support of at least three programs)

- 1. Candy Box (must be revenue positive)
- 2. Coin Box
- 3. Shropshire Fellows Program
- 4. Civitan Research Center Fellows Program
- 5. Junior Civitan Fellows Program
- 6. Civitans at the Helm
- 7. President's Council
- 8. Unrestricted Fund Contributions
- 9. Sno-Do Contributions
- 10. Dance-a-thon Contributions
- 11. Walk-n-Roll Contributions

For Canadian Clubs only:

- A. Contribution to the Civitan International Foundation of Canada
- B. Contribution to the Civitan International Foundation of Canada Fellow Program

Category 5: Club Management (All items mandatory)

- 1. All officers trained according to International Policy
- 2. Club had active Board of Directors (must meet at least once per quarter)
- 3. Membership roster published by club (attach copy)
- 4. Bulletin/newsletter published at least monthly (attach copy of sample issue)
- 5. Budget adopted by club (attach copy)
- 6. Committee chairpersons appointed (attach list)
- 7. Club had ongoing new member orientation program
- 8. Members encouraged to wear Civitan lapel pins
- 9. Banner displayed at all meetings
- 10. Club held two or more Membership Recruitment Meetings
- 11. Club had at least two fundraising projects. Please list projects.

1. _____

2. _____

Category 6: Membership (Mandatory)

Club must show a membership increase for the award year (not required if applying for Merit Club of Civitan Service award or if club sponsored new senior club and retained at least 90% of award year starting membership). The Civitan International Membership report will be utilized to verify a club's beginning and ending year membership figures.

1. Club's October 1 starting membership for award year: _____

2. Club's September 30 ending membership for award year: _____