



## OUTSTANDING NEW CLUB AWARD

Official Award Application

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

Club Number: \_\_\_\_\_ Charter Date: \_\_\_\_\_

**Application completed by:** \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone #: A/C \_\_\_\_\_ (B) \_\_\_\_\_ (R) \_\_\_\_\_

Club President for award year: \_\_\_\_\_

Address: \_\_\_\_\_

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

Any Civitan club less than two (2) years old may be eligible for this award. However, only those projects or activities occurring during the period commencing with October 1 and concluding with September 30 of the award year will be considered. Clubs will be judged on either activities for the year they chartered or for those during the second full year of operation, **but not both**.

*From among the Outstanding New Club Award applications, one club will be chosen as the best new club. The club chosen as the "Best New Club" in the organization will have included activities of a comprehensive year of work, while at the same time showing how the club served the needs of both the community and its members.*

Judging will be based on the percentages allocated as follows:

Community Service	35%
Civitan Projects	15%
Awareness	10%
Meetings	10%
Fellowship	10%
Management	5%
Membership	15%

Mail completed form to arrive **not later than December 1** to:

Civitan International  
Leadership Development Department  
PO Box 130744  
Birmingham, AL 35213-0744



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

District \_\_\_\_\_

**II Civitan Project Participation** - List and describe at least two district and international projects/programs which club adopted or participated in during award year, including Junior Civitan, district projects and/or fund-raisers.

1. Program/Project: \_\_\_\_\_  
Date Adopted: \_\_\_\_\_

2. Program/Project: \_\_\_\_\_  
Date Adopted: \_\_\_\_\_

In addition to projects listed above, it is **mandatory for club to support a minimum of two of the following Civitan International Foundation 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 (10% member participation)
- 8. Unrestricted Fund contributions
- 9. Sno-do contributions
- 10. Dance-a-thon contributions

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*For Canadian Civitan Clubs only*

- 11. Contribution to the Civitan International Foundation of Canada
- 12. Contribution to the Civitan International Foundation of Canada Fellow program

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

District \_\_\_\_\_

III. **Community/Civitan Awareness** - List variety and frequency of speakers and programs designed to increase member knowledge of their community and of the organization.

A. Community oriented speakers/programs

1. Speaker: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Date: \_\_\_\_\_

2. Speaker: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Date: \_\_\_\_\_

B. Civitan related speakers/programs

1. Speaker: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Date: \_\_\_\_\_

2. Speaker: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Date: \_\_\_\_\_

IV. **Area/District/International Meetings** - List all meetings, workshops and seminars, at which club was represented. (**Mandatory:** attendance at district convention.)

1. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_  
Number of club members attending: \_\_\_\_\_

2. Meeting: \_\_\_\_\_  
Date: \_\_\_\_\_  
Number of club members attending: \_\_\_\_\_

3. Club represented at district convention. Date: \_\_\_\_\_  
Number of club members attending: \_\_\_\_\_

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

District \_\_\_\_\_

V **Fellowship** - List all club activities designed to enhance member goodwill and commitment, including socials, fellowship time before and after meetings, etc.

- 1. Fellowship time before/after meeting
- 2. Visits to other clubs
- 3. Greeting committee
- 4. Guests supplied with name tags
- 5. All guests introduced during meetings
- 6. Follow-up letter sent to each guest

7. Social Activities

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

8. Other

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

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

District \_\_\_\_\_

**VI. Club Management (All Items Mandatory)**

- 1. All Officers trained according to district and international policy
- 2. Club had active board of directors
- 3. Up-to-date membership roster published by club (attach one copy)
- 4. Bulletin/newsletter published at least monthly (attach one copy)
- 5. Budget adopted by club (attach copy)
- 6. Club had active committees (attach list)
- 7. Club has on-going new member orientation program
- 8. Club participated in the VIP Program
- 9. Club banner displayed at all meetings

**VI. Membership - Club must show a net increase in membership for the award year.**

- 1. Club's charter membership or membership on October 1 of award year \_\_\_\_\_
- 2. Club's September 30 ending membership for award year \_\_\_\_\_
- 3. Number of charter members remaining in club at completion of award year \_\_\_\_\_