

**GEORGIA DISTRICT
OF
CIVITAN INTERNATIONAL**



**OFFICIAL AWARDS
POLICY MANUAL**

Revised August 26, 2011

**GEORGIA DISTRICT OF CIVITAN
OFFICIAL AWARDS APPLICATION
(Revised August 26, 2011)
GENERAL INFORMATION**

Please review these pages before filling out the Georgia District Awards Applications.

The District Awards are governed by the Georgia District Awards Policy Manual. District Awards will count from the time period of October 1 – September 30, unless otherwise stated for the specific award. Some of the club competitive award applications are the same as the Civitan International Awards applications. These applications **must** be used when applying for a district and/or international award in that category. These award applications are provided by the district. Use of any other form will be automatically disqualified from judging by the district and/or international.

The Georgia District Award Applications must be submitted to the Awards Chairperson **to be received not later than December 1**. The Awards Chair shall select a committee of three (3) people, Non-Civitan, to meet and conduct the judging of the awards applications prior to the District Convention. The Awards Chair **will not** serve as a judge on the committee. The names of the judges shall not be revealed to the clubs or other Civitans in the district at any time. First, Second, and Third Place will be recognized in most all District Awards. International Award Applications must be submitted to Civitan International **to be received not later than December 1**.

The total volunteer hours and membership participation (based on club membership), time & effort required, and the overall benefits will be used in judging the district award applications. The number and percentage of members, the number of volunteer hours involved, and the total club membership at the time of the project is required on each and every project application where indicated.

Projects submitted in one category cannot be submitted in another category. Only one project may be submitted in the single project category. Clubs sending in more than one application for a single category will automatically be disqualified from that category. It is not the responsibility of the judges to decide which project is the best project for a club to submit.

All applications must be typed, or neatly printed, and be neatly organized for presentation. Please include enough detail for the judging committee to compare the projects with comparable projects of other clubs. Use additional pages (no larger than 8 1/2 x 11 inches), if necessary & secure all supporting materials (brochures, pictures, documents, etc.) firmly to the appropriate application page.

Scrapbooks are due to the Awards Chairperson by the Spring District Meeting, unless otherwise announced. Each club is responsible for retrieval of scrapbooks & award application packages at the end of the district convention.

All award applications and scrapbooks will be put on display at the annual district convention for others to see.

GEORGIA DISTRICT OFFICIAL AWARDS

(Revised August 26, 2011)

(The following is a list of all the awards to be presented, along with how many places will be given, and the type of award given (plaque, certificate, etc.)

INDIVIDUAL COMPETITIVE: **District Awards Only. Do not submit these to International.**

1. Outstanding Humanitarian Award: One award shall be given annually in the form of a plaque.
2. Civitas Awards: A maximum of three shall be given annually in the form of a plaque.
3. Civitan District Honor Key: A maximum of two shall be given annually (not including Governor's honor key). Honor keys will be from the Civitan International Supply House. A plaque, listing the names of all previous winners of the Georgia District Honor Key will be presented to the recipient to keep until the next annual district convention. If two honor key recipients are selected, each one shall keep the plaque for 6 months.
4. Outstanding Club President of the Year: One award shall be given annually in the form of a plaque.
5. Outstanding Area Director of the Year: One award shall be given annually in the form of a plaque.

INDIVIDUAL ACHIEVEMENT: **District Awards Only. Do not submit these to International.**

1. New Club Building: No more than two club building jackets or sweaters to certified club builders for each club formed.
2. New Member Sponsor: A certificate shall be presented to all that applies and qualifies.
3. Individual Attendance Awards: Verbal recognition.
4. Active Membership: Verbal recognition.

CLUB COMPETITIVE: **District and International Awards. Copies must be sent to the District Chairperson and/or to Civitan International to apply.**

1. Outstanding Community Service Project: 1st Place (Plaque), 2nd & 3rd Place (Certificates).
2. Outstanding Youth Project: 1st Place (Plaque), 2nd & 3rd Place (Certificates).
3. Outstanding Service to People with Disabilities: 1st Place (Plaque), 2nd & 3rd Place (Certificates).
4. Outstanding Civitan Awareness Project: 1st Place (Plaque), 2nd & 3rd Place (Certificates).
5. Outstanding Club Newsletter: 1st Place (Plaque), 2nd & 3rd Place (Certificates).

CLUB COMPETITIVE: **District Awards Only. Do not submit these to International.**

6. Outstanding Club Brochure: 1st Place (Plaque), 2nd & 3rd Place (Certificates).
7. Outstanding Club of the Year: One award shall be given annually in the form of a plaque.
8. Overall Achievement Awards: Two awards annually shall be given in the form of a plaque (one for each category: 0-29 members & 30+ members).
9. Most Improved Club: One award shall be given annually in the form of a plaque.
10. Outstanding Club Fellowship Award: One award shall be given annually in the form of a plaque.
11. Membership Increase (Club): One award shall be given annually in the form of a plaque.
12. Club Humanitarian Award: One award shall be given annually in the form of a plaque.
13. Outstanding Scrapbook: 1st Place (Plaque), 2nd & 3rd Place (Certificates). Each competing scrapbook will receive an honorable mention stick-on plate for the front cover of their scrapbooks.
14. District Meeting & Convention Attendance Award: One trophy to be re-used at each district meeting and convention.
15. District Meeting & Convention Most Miles Traveled Award: One trophy to be re-used at each district meeting and convention.
16. New Club Building (Club): A Civitan Club sponsoring a new Civitan club will be recognized with a plaque.
17. Special Recognition Awards: Award decided by the Governor and/or Board of Directors.

INTERNATIONAL AWARDS ONLY: (Do not submit to the District)

- Honor Club Application.
- Distinguished President.
- Outstanding Club Website.

AWARDS PROGRAM **(Revised August 26, 2011)**

The efforts of individual Civitans and clubs to reach Civitan standards of excellence are truly impressive. Many clubs receive recognition within their own communities for their outstanding efforts to service and citizenship. Another source of recognition that every Civitan member and club should work for is the honor of being named a recipient in the Georgia District and the Civitan International Awards program. The Awards Program is specifically designed to provide recognition for the achievement in the areas of knowledge, fellowship, and service, as well as in other areas of contribution to Civitan.

There are two basic phases of the Awards Program:

1. Achievement recognition for clubs and individuals.
2. A competitive program that recognizes excellence in various areas of Civitan programs and projects.

The following policies apply to awards:

1. The club awards are governed by the Georgia District Policy Award Manual.
2. District and Area Awards will count from the time period of October 1 through September 30, unless otherwise stated for the specific award.
3. The Awards Chair shall select a committee of three (3) people, Non-Civitans, to meet and conduct the judging of the awards applications prior to the District Convention. The Awards Chair **will not** serve as a judge on the committee. The names of the judges shall not be revealed to the clubs or other Civitans in the district at any time.
4. The total club membership, total number/percentage member participation, total number manhours must be recorded on each competitive form.
5. All award applications must be sent to the District Awards Chairperson to be received by December 1.
6. All applications must be typed or neatly printed and be neatly organized for presentation.

INDIVIDUAL COMPETITIVE

OUTSTANDING HUMANITARIAN AWARD. The Outstanding Humanitarian Award is presented to an outstanding individual who may or may not be a Civitan. Clubs are requested to nominate someone for this award that has demonstrated a true humanitarian spirit and has helped other people. Criteria for this award: Nominee must reside in Georgia and should be a resident of Georgia for not less than two (2) years. Nominee must be 21 years of age or older, male or female. Nominee does not have to be a member of a Civitan Club. Nominee must be devoted to the welfare of all persons in his/her community. Nominee must contribute to good citizenship in the community, educational affairs, church, etc. Nomination must be submitted on Outstanding Humanitarian Award Application and must be sent to the District Awards Chairperson **to be received by December 1. (District Award Only)**

CIVITAS AWARD. The Civitas Award (plaque) is presented in recognition of outstanding service to a Civitan Club in the Georgia District and is presented to a maximum of three (3) Civitans (more in case of a tie) at the Annual District Convention. Service may include, but is not limited to the following:

- (1) Service to the Club Board of Directors, including President, President-Elect, Immediate Past President, Secretary, Treasurer, or Director;
- (2) Service as club Chaplain or Sergeant-at-Arms;
- (3) Service on Club Committees, including Chairperson;
- (4) Service in the formation of new clubs;
- (5) Service in the significant increase in membership.

No Civitan shall be selected to receive the Civitas Award unless he/she has a minimum of three (3) years dedicated service to Civitan. Nominations for Civitas Awards must be made on the official ballot form. One ballot from each club may be submitted with 3 nominations, one of which may be a member of the club making the nominations. Previous recipients of the "Georgia District" will be allowed one ballot each, and may make three (3) nominations. Past recipients of the "Georgia District" will not be eligible to be nominated for a second time. Ballots will be made available to each District Officer (Governor, Governor-Elect, Elected Past Governor Director, Immediate Past Governor, Area Directors, Secretary, Treasurer, Judge Advocate, Sergeant-at-Arms, and Chaplain), District Committee Chairs, Prior Recipients of the Georgia District, and Club Presidents, along with a list of previous recipients (at least sixty days prior to the annual convention) and must be sent to the Immediate Past Governor (not the Awards Chairperson) **to be received not later than July 15. (District Award Only)**

INDIVIDUAL COMPETITIVE (continued)

(Revised August 26, 2011)

CIVITAN DISTRICT HONOR KEY. District Award Only. In recognition of outstanding service to the Georgia District, Honor Keys may be presented to not more than three (3) Civitans at the Annual Convention each year. The Honor Key is the Georgia District's highest individual award. The Honor Key is given for outstanding service to the Georgia District. It may include, but not be limited to the following:

- (1) service to the District Board of Directors
- (2) service on District committees.
- (3) service in the formation of new clubs.
- (4) service in the significant increase in membership of a group of clubs.
- (5) unusual service to the Georgia District as in the creation and formation of District projects, or in the development of procedures greatly affecting the growth of the Georgia District.
- (6) service through significant activities at the club level including serving as president, president-elect, secretary, treasurer, committee chairman, committee member, or other club officer.

No Civitan shall be selected to receive the District Honor Key unless he/she has a minimum of three (3) years dedicated service to Civitans. A copy of the Honor Key Nomination Application and the District Honor Key Nomination Policy shall be mailed to the District Officers, Committee Chairs, and Club Presidents no later than June 1 of each year. Nominations for Honor Key **must be made directly to the Governor to be received no later than July 15**. The letter should outline the persons contributions to Civitan & should be in a sealed envelope clearly marked on the outside as "Honor Key Nomination". The Governor is to turn these nominations over to the chairman of his/her secret committee unopened. The committee must consist of at least three (3) past recipients of the District Honor Key. They will in turn review the nominations & make a selection. The committee will put in the form of a written presentation & given to the Awards Chair at the Convention. The Awards Chair and/or the designee will present the Honor Key. The written presentation will be given to the recipient as a keepsake signed by the Governor.

OUTSTANDING CLUB PRESIDENT OF THE YEAR. District Award Only. The Outstanding Club President of the Year Award must be submitted on the official application form by the Club President, Area Director, or a member of the Club Board of Directors with the Club President certifying the information. A narrative or endorsement letters must accompany the President's award application form expounding on why this individual is deserving of this award – besides just having an outstanding club behind them. Any supportive information such as newspaper articles, photos, letters of endorsement from the President's club and community may be attached. This award is judged upon the point system found on the "District Club President of the Year" application form and endorsements. Submit application with all other supportive material and label "Nominee for Club President of the Year." Application forms must be mailed to the Awards Chairperson **to be received not later than December 1**.

AREA DIRECTOR OF THE YEAR. District Award Only. Application for this award is made on a separate application form by the Presidents in the Area Director's area, and must be signed by the District Governor. This award is judged upon the point system found on the "Outstanding Area Director of the Year" application form. Completed form and all supportive material must be mailed to the Awards Chairperson labeled "Nominee for Area Director of the Year," **to be received not later than December 1**.

INDIVIDUAL ACHIEVEMENT

NEW CLUB BUILDING. District Award Only. When a new club has been chartered, International will award a club building jacket (or sweater for Junior & Campus clubs) to the certified club builder, the Georgia District will award no more than two (2) club building jackets or sweaters to certified club builders for each club formed.

NEW MEMBER SPONSOR. District Award Only. An award certificate will be presented to each Civitan who applies and qualifies by sponsoring a minimum of five (5) new members in the Georgia District from October 1 through September 30 of the current fiscal year.

INDIVIDUAL ATTENDANCE AWARDS. District Award Only. Verbal recognition will be given to Civitans for every five (5) years of perfect attendance. This award must be submitted by club in letter form.

ACTIVE MEMBERSHIP. District Award Only. Verbal recognition will be given to Civitans for every 5 years of active membership. This award must be submitted by club in letter form.

CLUB COMPETITIVE **(Revised August 26, 2011)**

The following series of awards **must** be submitted on forms provided by the Georgia District. Use of any other form will be automatically disqualified from judging by the district and/or international. First, second, and third place awards will be presented in each category. **For the project categories, only one project may be submitted in each category and that project cannot be submitted in another category.** Clubs submitting more than one application for a single category will automatically be disqualified from that category. It is not the responsibility of the judges to decide which project is the best project for a club to submit. Each project can only be used in ONE category. Each project must be on the official form along with all necessary information requested for each project, i. e. total membership, participation, and number of hours. The total manhours and membership participation (based on club membership) will be used in judging the award applications. For example: Club "A" has 50 members. On their single youth project, 10 members participated for 1 hour each, giving them a total of 10 man hours. Club "B" has 20 members. On the same single youth project, 10 members participated for 1 hour each, giving them a total of 10 man hours. Club "B" had a larger percentage of member participation and more man hours based on club membership, putting them in first place over Club "A". All supporting information should be attached to the application form on separate 8 1/2" x 11" sheet(s) of paper. The awards time period will run from October 1 through September 30. **During the District Awards Presentation, a simple description of the award winning project will be shared to the audience instead of just naming the winning club. Application forms must be received by the Awards Chairperson no later than December 1.**

DISTRICT & INTERNATIONAL CLUB COMPETITIVE AWARD APPLICATIONS

The following five (5) awards, 1 through 5 are District and International Awards. They must be applied for on the Official Awards Applications provided by the district. To apply for the District and the International Award, clubs must send a copy of the application to the District Awards Chair and a copy to Civitan International to be received **no later than December 1**. The Awards Application only lists the address for Civitan International. The address for the District Awards Chair is provided with this Awards Manual. The form being used is the Official Awards Application supplied by Civitan International and will be the only form used for the International and District Awards.

1. OUTSTANDING COMMUNITY SERVICE PROJECT. This award is presented to the club which provides the most outstanding service to the community through a **single service project**. It may be a fund raiser (if the funds raised were to benefit an organization other than Civitan) or a "hands-on" project. Include club cost of project and percentage of club participation. **(Clubs may submit only one project in this category.) District & International Award.** Applications must be submitted to be received by the District Awards Chair & Civitan International (if applying for both) no later than December 1.

2. OUTSTANDING YOUTH PROJECT. This award is presented to the club which renders the most outstanding service in any area of youth work and is based on a **single project**. Include club cost of project and percentage of club participation. **(Clubs may submit only one project in this category.) District & International Award.** Applications must be submitted to be received by the District Awards Chair & Civitan International (if applying for both) no later than December 1.

3. OUTSTANDING SERVICE TO PEOPLE WITH DISABILITIES. This award is presented to the club which has provided the most outstanding service to any area of work to people with mental or physical disabilities and is based on a **single project**. Include club cost of project and percentage of club participation. **(Clubs may submit only one project in this category.) District & International Award.** Applications must be submitted to be received by the District Awards Chair & Civitan International (if applying for both) no later than December 1.

4. OUTSTANDING CIVITAN AWARENESS PROJECT. This award is based on a single promotional project or promotion and publicity from a single event that generates favorable publicity for the sponsoring club or the Civitan name. The following projects and events are applicable: Event promotion-This can include fundraisers, service projects, dignitary visit, clergy dinners or other events; Public Service Announcements; Community Ambassadorship; and Trade Show Exhibit-Event Sponsor. **(Clubs may submit only one project in this category.) District & International Award.** Applications must be submitted to be received by the District Awards Chair & Civitan International (if applying for both) no later than December 1.

5. OUTSTANDING CLUB NEWSLETTER. The Outstanding Club Newsletter Award Application must be accompanied by a copy of each published issue for the awards year. Newsletters will be judged on the basis of: Newsworthy content; Contribution to programs; Timeliness; Readability; Format; and Attractiveness. An explanation of each of the items is on the official awards application. First, second, and third place will be given. **District & International Award.** Applications must be submitted to be received by the District Awards Chair & Civitan International (if applying for both) no later than December 1.

DISTRICT CLUB COMPETITIVE AWARD APPLICATIONS (Revised August 26, 2011)
(Do not submit these applications to Civitan International)

The following twelve (12) awards, 6-17, are District Awards only. Do not submit these applications to Civitan International. They must be applied for on the Official Awards Applications provided by the district. Clubs must send a copy of the application to the District Awards Chair to be received **no later than December 1.**

6. OUTSTANDING CLUB BROCHURE. The Outstanding Club Brochure Award will be presented to the club for the most attractive and informative club brochure. First, second, and third place will be given. A copy of the club brochure must be submitted with the Awards Application package and mailed to the Awards Chairperson **to be received not later than December 1. District Award Only.**

7. OUTSTANDING CLUB OF THE YEAR. The Club of the Year Award is the highest & most prestigious award given by the Georgia District. It is indicative of total excellence & dedication on the part of every club member to the ideals of Civitan. The Outstanding Club of the Year Award will be presented to the best overall club as determined by the "Outstanding Club of the Year Award Application" submitted & judged on total volunteers hours for service to the community and fundraisers, outside Civitan programs, club education programs, and other club activities done between October 1 through September 30. Club must show a membership increase for the award year to be eligible for the "Outstanding Club of the Year" award. Supportive information, such as newspaper clippings, photos, etc., may be included. Official award application must be submitted to the Awards Chairperson **to be received not later than December 1. District Award Only.**

8. OVERALL ACHIEVEMENT AWARDS (2). This award is presented to the best overall Clubs in two categories based on club membership: Club membership of 0-29 and Club membership of 30+. These awards will be determined by the official "Overall Achievement Award" application and must be submitted to the Awards Chairperson **to be received not later than December 1. District Award Only.**

9. MOST IMPROVED CLUB. This award is presented to the Club that has shown the most improvement for the year. The award application, "Most Improved Club," must be submitted to the Awards Chairperson **to be received not later than December 1. District Award Only.**

10. OUTSTANDING CLUB FELLOWSHIP AWARD. Civitans promote Knowledge, Service & Fellowship. The award application "Outstanding Club Fellowship Award," must be submitted to the Awards Chairperson **to be received not later than December 1. District Award Only**

11. MEMBERSHIP INCREASE (Club). This award is presented to the club with the greatest percent membership increase from October 1 to September 30. This award will be based upon the figures from the International roster and a letter must be submitted by the club indicating membership information, as: Total membership as of October 1, New Members, Deleted Members, and Total Membership as of September 30. This must be mailed to the Awards Chairperson **to be received not later than December 1. District Award Only.**

12. CLUB HUMANITARIAN AWARD. This award is given for a combination of club citizenship activities, the club educational program, & its fellowship activities. The information presented for this award should be in keeping with Civitan's motto: "Builders of Good Citizenship". It should include information on activities that have awareness of the need for citizenship for both Civitan members & the community, information about the clubs own fellowship program, & a description of the programs available to club members & community members to increase their awareness of issues facing every citizen. This award must be applied for and submitted to the Awards Chairperson **to be received not later than December 1. District Award Only.**

(Revised August 26, 2011)

13. OUTSTANDING SCRAPBOOK. (District Award Only) An award will be given to the club which has the best scrapbook. It will be judged on attractiveness & content, as well as being informative. Scrapbooks should be the imagination and creativity of the preparer and **not professionally done**, which makes them unique. The Scrapbooks cover the period of time from October 1 through September 30. **All competing scrapbooks must be turned in by the Spring District Meeting, unless otherwise announced, to the Awards Chairperson for judging.** Awards will be given to 1st, 2nd & 3rd place for scrapbooks. Each competing scrapbook will receive an honorable mention stick-on plate for the front cover of the scrapbook. This is to recognize the amount of work and expense that creating a scrapbook entails, plus the history of the club's year that it preserves. The purpose of the scrapbook is to record the accomplishments of your club and give proof of publicity and civic activities. Prepare contents so a stranger would obtain a view of your club's activities and accomplishments and also information relating to both District and International functions. The following rules and point system shall be used in judging the scrapbooks:

(1) A standard Civitan cover & sheets must be used & purchased from the Civitan International Supply House. Using a standard cover & sheets puts everyone on an equal level (and supports the Civitan International Supply House). **+ 5 points (- 15 points if not used)**

(2) The scrapbook shall not contain any weekly meeting agendas or club bulletins. **+ 5 points (-5 points if used)**

(3) There shall be no duplication of materials in the scrapbook. This means that each item shall be used or referred to only once. **(This does not include a newspaper article with or without photos in reference to a project done or to be done; or Thank You notes received for projects done.) + 5 points (- 5 points if duplicated)**

(4) Neatness and arrangement shall be considered in judging. **+ 10 points**

(5) The contents shall be based on facts pertinent to Civitan activities. **+ 10 points**

(6) Originality, imagination, design presentation, and the theme (chosen by the club) shall count in the judging. **+ 40 points**

(7) All materials in the scrapbook must be placed in logical order – but not necessarily chronological. Dates shall be shown in connection with each item. Items shall be grouped by projects. **+ 15 points**

(8) The scrapbook shall cover the period of time from October 1 through September 30. **+5 points**

(9) Club officers and directors should be clearly indicated **(on a separate page in the scrapbook)**. **Names do not have to go under each and every photo. + 5 points (- 5 points if not done)**

14. DISTRICT MEETING & CONVENTION ATTENDANCE AWARD. This award will be presented to the club with the most attendance at each district meeting and district convention. The club receiving this award is responsible for bringing the award back to the next meeting to be presented to the club with the most attendance at that meeting. In the event of a tie, the clubs shall share having the award during the time period involved. The club taking the award first is responsible for getting the award to the other club halfway through the time period. There is no application for this award. Attendance will be determined at the respective meeting. Only members in attendance at the time of the Roll Call will be counted. Members cannot be counted in more than one club. **District Award Only.**

15. DISTRICT MEETING & CONVENTION MOST MILES TRAVELED AWARD. This award will be presented to the club traveling the most miles one way (multiplied by the number of members in attendance at the time of the Roll Call), to each district meeting and district convention. The club receiving this award is responsible for bringing the award back to the next meeting to be presented to the club with the most miles traveled at that meeting. In the event of a tie, the clubs shall share having the award during the time period involved. The club taking the award first is responsible for getting the award to the other club halfway through the time period. There is no application for this award. Mileage will be determined at the respective meeting. Only members in attendance at the time of the Roll Call will be counted. Members cannot be counted in more than one club. **District Award Only.**

16. NEW CLUB BUILDING (Club). A Civitan Club sponsoring or co-sponsoring (with not more than 1 other club) a new Civitan club will be recognized with an award. This time period will be from October 1 through September 30. **District Award Only.**

17. SPECIAL RECOGNITION AWARDS. The Governor and/or Board of Directors may from time to time recognize a club or individual for outstanding service to the ideals of Civitan. **District Award Only.**

INTERNATIONAL AWARDS ONLY

(Revised August 26, 2011)

(These awards are to be submitted to Civitan International on the Official Awards Application to be received not later than December 1. International Awards Only.)

CIVITAN INTERNATIONAL HONOR CLUB APPLICATION. The Civitan International Honor Club application must be completed and mailed to: Civitan International, Honor Club, P.O. Box 130744, Birmingham, AL 35213-0744, USA, **to be received not later than December 1. The Honor Club application by also be submitted by Email to awards@civitan.org. (International Award Only.)**

DISTINGUISHED PRESIDENT. The President of each club which has qualified for Honor Club status by September 30, the end of the Civitan fiscal year, will be eligible for the Distinguished President Award. Recipients of this award will be determined from the official Civitan International Honor Club Application form submitted by the club to Civitan International, **to be received not later than December 1. (International Award Only.)**

OUTSTANDING CLUB WEBSITE. The Outstanding Club Website Official Awards Application must be filled out and submitted to Civitan International Awards Program, One Civitan Place, P. O. Box 130744, Birmingham, AL 35213-0744 **to be received not later than December 1. (International Award Only.)** All submitted materials should fit in an 8.5" x 11" binder, except computer disks, CDs, or DVDs. This application must be completed by printed pages, or a disk containing screen shots of your website for the award year. Award applications are to be submitted individually. Do not combine multiple applications into one binder. Websites will be judged on the criteria listed on the Official Awards Application.



Georgia District
Official Application Forms
To be used starting in the Civitan year 2010-2011.
(Revised August 26, 2011)

GEORGIA DISTRICT CIVITAS AWARD (District Award Only)

The Civitas Award (plaque) is presented in recognition of outstanding service to a Civitan club in the Georgia District and is presented to a maximum of three (3) Civitans (more are given only in the event of a tie) at the Annual District Convention. Service may include, but is not limited to the following:

- (1) Service to the Club Board of Directors, including President, President-Elect, Immediate Past President, Secretary, Treasurer, or Director;
- (2) Service as club Chaplain or Sergeant-at-Arms;
- (3) Service on Club Committees, including Chairperson;
- (4) Service in the formation of new clubs;
- (5) Service in the significant increase in membership.

No Civitan shall be selected to receive the Civitas Award unless he/she has a minimum of three (3) years dedicated service to Civitan. Nominations for Civitas Awards must be made on the official ballot form. One ballot from each club may be submitted with 3 nominations, one of which may be a member of the club making the nominations.

Previous recipients of the Georgia District will be allowed one ballot each, and may make three (3) nominations. Past recipients of the Georgia District will not be eligible to be nominated for a second time.

Ballots will be made available to each District Officer (Governor, Governor-Elect, Elected Past Governor Director, Immediate Past Governor, Area Directors, Secretary, Treasurer, Judge Advocate, Sergeant-at-Arms, and Chaplain), District Committee Chairs, Prior Recipients of the Georgia District, and Club Presidents, along with a list of previous recipients, at least sixty days prior to the annual convention. **Ballots must be sent to the Immediate Past Governor (not the Awards Chairperson) to be received not later than July 15.**

Each club in the Georgia District may cast ballots for three individuals for this award. Past Georgia District recipients of this award are also given the opportunity to cast votes for this honor. Each club may cast one (1) of their three (3) votes for someone inside of their own club membership. The remaining two (2) votes must be for individuals outside of their own club.

The Civitas Nomination Ballots must be sent to the current Immediate Past Governor not later than July 15 of the current Civitan year. Winners will be announced during the Georgia District Convention.



CIVITAS AWARD CLUB BALLOT

Club Name: _____ **President's Signature:** _____

Vote # 1 (May be a member of your club): _____

Name of club: _____

Vote # 2 (Outside of club): _____

Name of club: _____

Vote # 3 (Outside of club): _____

Name of club: _____

Please send ballots/votes to:

Immediate Past Governor

To be received not later than July 15.



CIVITAS AWARD BALLOT DISTRICT OFFICER/COMMITTEE CHAIR

Name: _____

District Officer or Committee Chair: _____

Club Name: _____

Vote # 1 (May be a member of your club): _____

Name of club: _____

Vote # 2 (Outside of club): _____

Name of club: _____

Vote # 3 (Outside of club): _____

Name of club: _____

Please send ballots/votes to:

Immediate Past Governor

To be received not later than July 15.

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CIVITAS AWARD PREVIOUS RECIPIENT BALLOT

Name: _____ Club Name: _____

Vote # 1 (May be a member of your club): _____

Name of club: _____

Vote # 2 (Outside of club): _____

Name of club: _____

Vote # 3 (Outside of club): _____

Name of club: _____

Please send ballots/votes to:

Immediate Past Governor

To be received not later than July 15.

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DISTRICT HONOR KEY APPLICATION
(District Award Only)
YEAR _____

Nominee: _____

Member Since: _____

Club Name: _____

Club Offices Held:

Club Awards:

District Offices Held:

District Awards:

Reason Nominated:

Nominated By: _____

Please send ballots/votes to the Governor
To be mailed no later than July 15th

Revised August 26, 2011



OUTSTANDING CLUB PRESIDENT OF THE YEAR (District Award Only)

This award must be submitted by the President, Area Director, Director, or the Club Board with the Club President certifying the information. A narrative or endorsement letters must accompany the President's award expounding on why this individual is deserving of this award – besides just having an outstanding club behind them. Any supportive information such as newspaper articles, photos, letters of endorsement from the President's club and community may be attached and shall be used in judging for the award.

	Unit Points	Number Units	Total Points
Required Club Officers trained by 11/15	25 total	_____	_____
President Sponsored New Member (2 limit)	20 each	_____	_____
Held Formal Membership Recruitment meetings	10 each	_____	_____
Net Increase in Club Membership	25 total	_____	_____
Attended District-Wide Meeting (2 limit)	10 each	_____	_____
Sponsored New Civitan Club	50 each	_____	_____
Sponsored New Junior Civitan Club	25 each	_____	_____
Sponsored Existing Junior Civitan Club	10 total	_____	_____
Sponsored New Campus Civitan Club	25 each	_____	_____
Sponsored Existing Campus Civitan Club	10 total	_____	_____
Club Participation:			
Special Olympics	10 total	_____	_____
Camp Big Heart	10 total	_____	_____
Clergy Week	10 total	_____	_____
Candy Box Project	10 total	_____	_____
Coin Box Project	10 total	_____	_____
Breakthru Golf Tournament Donation	10 total	_____	_____
Civitans at the Helm	10 total	_____	_____
President's Council	10 total	_____	_____
Fruitcake Project	10 total	_____	_____
Sno Do Donation	10 total	_____	_____
Dance-a-thon Donation	10 total	_____	_____
Club Not In Good Standing (deduct)	- 40 total	_____	_____
President did not Sponsor a new member (deduct)	- 10 total	_____	_____
		GRAND TOTAL	_____

I certify the information on this application is true and correct to the best of my knowledge and ability.

_____ Civitan Club

President or Board Member Signature

Date

Revised August 26, 2011



OUTSTANDING AREA DIRECTOR OF THE YEAR (District Award Only)

This award must be submitted by a club President in the Area Director's area or by a member of the Board of Directors, and signed by the District Governor.

Name of Area Director: _____ Area: _____

Nominated By: _____ Civitan Club
 _____, Title _____

	Unit Points	Number Units	Total Points
Visit to Each Club During 1 st Quarter	10 total	_____	_____
Semi-Annual Report by 4/30	10 total	_____	_____
Deduct for each late report	- 5 each	_____	_____
Clubs Represented at District meeting	10 each mtg	_____	_____
Area Director attended District meeting	15 each	_____	_____
Area Director trained by 11/15	25 total	_____	_____
Held Area Meeting by 3 rd Quarter	25 total	_____	_____
Each new member sponsored by Area Director	25 each	_____	_____
Each new senior club charter in Area (if the Director actively participated)	50 each	_____	_____
Extra points: before 12-31	30 each	_____	_____
before 03-31	20 each	_____	_____
before 06-30	10 each	_____	_____
All Area club officers trained by 11/15	10 total	_____	_____
All Area clubs held FORMAL membership meetings	10 total	_____	_____
Deduct for Area Director not signing a new member	-25 total	_____	_____

GRAND TOTAL _____

I certify the information on this application is true and correct to the best of my knowledge and ability.

 President or Executive Board Member

 District Governor

 Date

Revised August 26, 2011

DISTRICT & INTERNATIONAL CLUB COMPETITIVE AWARD APPLICATIONS

(These applications may be sent to the district and to Civitan International)

- 1. OUTSTANDING COMMUNITY SERVICE PROJECT APPLICATION (See separate attachment for application.) District and International Award. Mail application to District Awards Chair to be received no later than December 1. Mail application to Civitan International to be received no later than December 1.**
- 2. OUTSTANDING YOUTH PROJECT APPLICATION (See separate attachment for application.) District and International Award. Mail application to District Awards Chair to be received no later than December 1. Mail application to Civitan International to be received no later than December 1.**
- 3. OUTSTANDING SERVICE TO PEOPLE WITH DISABILITIES APPLICATION (See separate attachment for application.) District and International Award. Mail application to District Awards Chair to be received no later than December 1. Mail application to Civitan International to be received no later than December 1.**
- 4. OUTSTANDING CIVITAN AWARENESS PROJECT APPLICATION (See separate attachment for application.) District and International Award. Mail application to District Awards Chair to be received no later than December 1. Mail application to Civitan International to be received no later than December 1.**
- 5. OUTSTANDING CLUB NEWSLETTER APPLICATION (See separate attachment for application.) District and International Award. Mail application to District Awards Chair to be received no later than December 1. Mail application to Civitan International to be received no later than December 1.**

DISTRICT CLUB COMPETITIVE AWARD APPLICATION

(These applications are for the Georgia District Awards Only)

- 6. OUTSTANDING CLUB BROCHURE. No application.** The Outstanding Club Brochure Award will be presented to the club for the most attractive and informative club brochure. First, second, and third place will be given. A copy of the club brochure must be submitted with the Awards Application package and mailed to the Awards Chairperson **to be received not later than December 1. District Award Only.**



OUTSTANDING CLUB OF THE YEAR AWARD APPLICATION (District Award Only) (Revised August 26, 2011)

CLUB NAME: _____

CATEGORY 1: COMMUNITY SERVICE

List **ALL** club projects (Service to Youth, Service to People with Mental and/or Physical Disabilities, Projects Addressing Community Needs, and Awareness Projects) done between October 1 through September 30 of the award year. (Do not include fundraising activities unless they were done to provide a need for the community and/or an individual, such as American Cancer Society Relay for Life.) **Make copies of this page as needed.**

- | | |
|--|--|
| 1. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 2. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 3. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 4. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 5. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 6. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 7. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 8. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 9. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 10. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 11. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |
| 12. Name of Project: _____
Month and Year of Project: _____ | Number of Volunteer Hours _____
Percent of Members Participating: _____ |

CLUB OF THE YEAR AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

CATEGORY 2: FUNDRAISERS

List all fundraising activities done by club from October 1 through September 30 of award year. Do not include fundraising activities included in Category 1. **Make additional copies of this page as needed.**

- | | |
|----------------------------------|---|
| 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: _____ |
| 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: _____ |
| 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: _____ |
| 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: _____ |

CATEGORY 3: KNOWLEDGE

List all Speakers/Programs that were featured at club meetings from October 1 through September 30 of award year. (Outside Civitan Programs.) **Make additional copies of this page as needed.**

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

CLUB OF THE YEAR AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

CATEGORY 3: KNOWLEDGE (continued)

List all Club Educational Programs (History of Civitan, the Civitan International Research Center, International Foundation programs. Emphasis should be placed on educating members on club’s history and past achievements.) featured at club meetings from October 1 through September 30 of Civitan year of award. **Make additional copies of this page as needed.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

CATEGORY 4: OTHER CLUB ACTIVITIES

Check activities that apply to club from October 1 through September 30 of Civitan year of award.

- _____ 1. All club officers trained.
- _____ 2. Club publishes bulletin/newsletter.
- _____ 3. Club participates in Candy Box program
- _____ 4. Club participates in Coin Box program.
- _____ 5. Club participates in Claxton Fruit Cake program.
- _____ 6. Club held Membership Recruitment (SEEK) Meetings. Please list dates.

CATEGORY 5: MEMBERSHIP

Club must show a **membership increase** for the award year.

- 2. Club’s October 1 starting membership for award year: _____
- 2. Club’s September 30 ending membership for award year: _____

Mail completed form to: District Awards Chairperson

To be received by: December 1.



OVERALL ACHIEVEMENT AWARD

OFFICIAL APPLICATION (District Award Only)

(Revised August 26, 2011)

This award is presented to the best overall clubs in two categories based on club membership. Clubs with 0-29 members and clubs with 30 or more members. This award is for the period of October 1 through September 30. Membership will be determined by the Civitan International roster. Fill out the complete application and mail to the District Awards Chairperson **to be received no later than December 1.**

Club Name: _____

Category (check one) : _____ 0-29 members _____ 30+ members

Club President for Award Year: _____

Address: _____

City: _____ State: _____ Postal Code: _____

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

Category 1: Community Service (Mandatory)

Clubs must report a total of ten projects from the following five areas: (A) Service to Youth, (B) Service to People with Mental and/or Physical Disabilities, (C) Projects Addressing Community Needs, (D) Civitan Awareness, and (E) Fundraising.

NOTE: A project may not be listed in more than one category.

A. Youth Project

1. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

2. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

**Category 1: Community Service
(continued)**

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

1. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

2. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

**Category 1: Community Service
(continued)**

C. Community Needs Project

1. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

2. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

**Category 1: Community Service
(continued)**

D. Civitan Awareness

1. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

2. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

**Category 1: Community Service
(continued)**

E. Fundraisers

1. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

2. Name of Project: _____ Number of Volunteer Hours: _____

Month and Year of Project: _____ Percent of Members Participating: _____

Concise description of project (including organizing, benefit to community, club members participating, length of project, results, etc.):

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

Category 2: Knowledge (Mandatory)

A. Speaker or Program: Description of speakers/topics or projects that were featured at club meetings. Place particular emphasis on diversity of subject matter and type of presentation. List four programs. (Non-Civitan topics)

1. Speaker/Topic: _____

2. Speaker/Topic: _____

3. Speaker/Topic: _____

4. 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 meetings/seminars attended outside of regular club meetings, i.e. international seminars, international conventions, district conventions, district-wide meetings, and district leadership meetings. List four meetings, the meeting date, and the number of members attending.

1. _____ Date: _____ # Members Attending: _____

2. _____ Date: _____ # Members Attending: _____

3. _____ Date: _____ # Members Attending: _____

4. _____ Date: _____ # Members Attending: _____

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

Category 3: Fellowship

Of the 18 items listed below, a minimum of 10 items is required. Please check all items completed.

- _____ 1. Spouses/Family get together. How many? _____
- _____ 2. Participation at District-wide events (other than District-wide Meetings or Convention)
- _____ 3. Participation in Junior Civitan events.
- _____ 4. Welcoming/Greeting Committee
- _____ 5. Fellowship time before/after meeting.
- _____ 6. Visits to other clubs.
- _____ 7. Guests supplied with name badges.
- _____ 8. All guests introduced during meetings.
- _____ 9. Follow-up letter or club bulletin sent to each guest.
- _____ 10. New members immediately put on committee after joining.
- _____ 11. Membership Recruitment Meetings. How many? _____
- _____ 12. Clergy Appreciation
- _____ 13. Social Activities. How many? _____
- _____ 14. Other _____
- _____ 15. Other _____
- _____ 16. Other _____
- _____ 17. Other _____
- _____ 18. Other _____

OVERALL ACHIEVEMENT AWARD APPLICATION (Revised August 26, 2011)

CLUB NAME: _____

**Category 4: Foundation Activities
(Mandatory support of at least 3 programs)**

- 1. Candy Box (must be revenue positive)
- 2. Coin Box
- 3. Civitans at the Helm
- 4. President's Council
- 5. Sno-Do Contributions
- 6. Dance-a-thon Contributions
- 7. Claxton Fruit Cake Program

Category 5: Club Management (All items mandatory)

- 1. All officers trained according to International Policy.
President _____ Date Trained: _____
President-Elect _____ Date Trained: _____
Secretary _____ Date Trained: _____
Treasurer _____ Date Trained: _____
- 2. Club had active Board of Directors (must meet at least once per quarter) (attach list of directors)
- 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. Constitution and bylaws adopted

Category 6: Membership (Mandatory)

Club must show a membership increase for the award year. The Civitan International Membership report will be utilized to verify a club's beginning and ending membership figures.

- 1. Club membership on October 1: _____
- 2. Club membership on September 30: _____



“Outstanding Fellowship Award” Application

(District Award Only)

(Revised August 26, 2011)

Part 1

Club Name _____

Of the 18 items listed below, a minimum of 10 items is required for this category. Please indicate item completed by a check mark.

- _____ 1. Spouses/Family get together. How many? _____
- _____ 2. Participation at District-wide events (other than District Meetings or District Convention)
- _____ 3. Participation in Jr. Civitan events.
- _____ 4. Welcoming Committee
- _____ 5. Everyone required to wear pin.
- _____ 6. Club banner displayed at each meeting.
- _____ 7. New members immediately put on committee after joining
- _____ 8. All guests greeted by membership
- _____ 9. Follow up letter sent to each guest.
- _____ 10. Social time before or after meetings.
- _____ 11. Guests supplied with name badges.
- _____ 12. Guests introduced at meeting giving name and personal information.
- _____ 13. Year round social program.
- _____ 14. Other _____
- _____ 15. Other _____
- _____ 16. Other _____
- _____ 17. Other _____
- _____ 18. Other _____

INTERNATIONAL AWARDS ONLY
(Revised August 26, 2011)

CIVITAN INTERNATIONAL HONOR CLUB APPLICATION. The Civitan International Honor Club application must be completed and mailed to: Civitan International, Honor Club, P.O. Box 130744, Birmingham, AL 35213-0744, USA, **to be received not later than December 1. The Honor Club application by also be submitted by Email to awards@civitan.org.** (International Award Only.) See Separate Attachment for Application. International Award Only.

DISTINGUISHED PRESIDENT. The President of each club which has qualified for Honor Club status by September 30, the end of the Civitan fiscal year, will be eligible for the Distinguished President Award. Recipients of this award will be determined from the official Civitan International Honor Club Application form submitted by the club to Civitan International, **to be received not later than December 1. (International Award Only.) See Separate Attachment for Application. International Award Only.**

OUTSTANDING CLUB WEBSITE. The Outstanding Club Website Official Awards Application must be filled out and submitted to Civitan International Awards Program, One Civitan Place, P. O. Box 130744, Birmingham, AL 35213-0744 **to be received not later than December 1. (International Award Only.)** All submitted materials should fit in an 8.5" x 11" binder, except computer disks, CDs, or DVDs. This application must be completed by printed pages, or a disk containing screen shots of your website for the award year. Award applications are to be submitted individually. Do not combine multiple applications into one binder. Websites will be judged on the criteria listed on the Official Awards Application. **See Separate Attachment for Application. International Award Only.**