



# Civitan International Honor Club Application

**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: \_\_\_\_\_

As of the end of the Civitan year, our Civitan club has **an increase in membership**; has completed the requirements below; and acknowledges that our Civitan club is considered a club in good standing including all officers trained, all dues and fees paid up-to-date; and are applying for (select only one):

- Honor Club:**  
*Net increase of 1 to 5 members*
- Honor Club of Excellence:**  
*Net increase of 6 to 14 members*
- Honor Club of Distinction:**  
*Net increase of 15 or more members  
OR achieved net increase AND sponsored a new Junior, Campus or adult Civitan club*

**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):

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

\* 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, No. 11 may count up to 4)

- 1. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 2. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 3. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 4. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 5. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 6. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 7. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 8. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 9. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 10. Project Name: \_\_\_\_\_ Month/Year of Project:   /
- 11. And/or Civitan International promoted fundraisers:  Candy Box  Coin Box  Claxton Fruitcake  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 – Sections A and B (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 and updated quarterly:  
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

**Completed application accepted no later than December 1<sup>st</sup> (Note: Districts may have an earlier deadline)**

**Mail or Email to Civitan International Honor Club • P. O. Box 130744, Birmingham, AL 35213-0744 USA • awards@civitan.org**