



Civitan International Honor Club Application

**Deadline
DECEMBER 1**

Club's president will receive Distinguished President recognition if Honor Club is achieved and the president sponsors a minimum of one (1) new member during award year.

Instructions: To complete this application in Adobe PDF form-fill, save a copy to your computer, complete your entries and save your completed application. Email as an attachment to 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: _____

Award Year: _____

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 (select 1 option - required):**
- ☐ *Net increase of 15 or more members*
 - ☐ *Achieved net increase AND sponsored a new Junior, Campus or adult Civitan club*
 - ☐ *Sponsored club achieves Honor Club recognition in first full year of existence*
 - ☐ *Sponsored club achieves Honor Club recognition in second full year of existence*

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):

- | | |
|---|---|
| <p><input type="checkbox"/> 1. Held at least two recruitment meetings</p> <p><input type="checkbox"/> 2. Held ongoing New Member Orientation program</p> <p><input type="checkbox"/> 3. At least one member qualified as Member Sponsorship Team (MST) *</p> <p><input type="checkbox"/> 4. At least one member qualified as Distinguished Sponsorship Team (DST) *</p> <p><input type="checkbox"/> 5. Guests introduced during meetings</p> <p><input type="checkbox"/> 6. Follow-up letter or club bulletin/newsletter sent to guests</p> | <p><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)</p> <p><input type="checkbox"/> 8. Achieved member additions equaling 20% of the total members at the beginning of the Civitan year (October 1)</p> <p><input type="checkbox"/> 9. Achieved Golden Circle Status during the year or maintained status at year end</p> <p><input type="checkbox"/> 10. At least one member sponsors his or her first Civitan member and receives a "First Member Pin" (Sponsor-a-Member program) *</p> |
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For more information: <https://mycivitan.org/sponsorship-awards/>

CATEGORY 2: Service and Fundraising Projects (Minimum of 9 projects required, No. 11 may count up to 2)

- | | |
|--|--|
| 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 | |

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

Email to awards@civitan.org or mail to Civitan International Honor Club • P. O. Box 130849, Birmingham, AL 35213-0744 USA

CF223 effective 2019-20

February 2020

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
- ☐ 10. Maintained club web site (updated quarterly at a minimum)
- Web address (if applicable): _____
- ☐ 11. One online social media platform used _____
- ☐ 12. Articles in local or regional newspaper or magazine and/or PSA's (TV or Radio)
- ☐ 13. Billboards placed

Awards/Recognition

- ☐ 14. Conducted Servants Heart Award Campaign
- ☐ 15. New VIP member(s)
- ☐ 16. New Civitan Creed Club member(s)
- ☐ 17. Annual awards installation banquet date: _____
- Marketing/Publicity**
- ☐ 9. Club-published marketing materials (brochures, flyers, meeting invitation cards)

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

- ☐ 1. International Shropshire Fellow Contribution
- ☐ 2. International Research Center Fellow Contribution
- ☐ 3. International Sustaining Research Center Fellow Contribution
- ☐ 4. International Builders of Good Citizenship Fellow Contribution
- ☐ 5. International Freedom Fellow Contribution
- ☐ 6. International Junior Fellow Contribution
- ☐ 7. International Junior Research Center Fellow Contribution
- ☐ 8. Light the Way Contribution by club (paid not pledged)
- ☐ 9. Light the Way Contribution by a minimum of two (2) members
- ☐ 10. Softgiving Participation by a minimum of two (2) members
- ☐ 11. Achieve Helmsman Level or above in Civitans at the Helm Program
- ☐ 12. Club Member(s) contributed to President's Council this fiscal year
- ☐ 13. Club Member(s) in Legacy Society (Planned Gift/Will)
- ☐ 14. Junior Civitan All In Summit Contribution
- ☐ 15. Junior Civitan Dance-a-Thon Contribution
- ☐ 16. Hole sponsor for international golf benefit or event sponsor for Civitan Fest
- ☐ 17. Unrestricted Fund Contributions to Civitan International

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