



# 2017-18 Honor Club and Honor Club of Distinction Nomination Form

## General Instructions: Please read carefully.

Please print or type. Nomination form will not be eligible for judging unless all categories have been completed. To be named an "Honor Club" or "Honor Club of Distinction" the minimum points required in each category must be earned. Points for categories and sections are clearly outlined on this form.

Definitions of man-hours: Total number of hours worked times the number of members who participated:  
i.e.: 10 members X 5 hours each = 50 man-hours.

Honor club award nominations will cover the period of July 1 to June 1. Send the completed nomination form to the district Junior Civitan chairperson. The district chairperson must approve and sign the form and then send the completed form to: Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744 or email [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org) no later than **June 1**. Honor Club Awards will be presented at the annual Junior Civitan International Convention.

Name of Junior Civitan club: \_\_\_\_\_

Sponsoring Civitan club: \_\_\_\_\_

District: \_\_\_\_\_

Number of members in Junior club: \_\_\_\_\_

## CATEGORY I: Service Projects

### **A. Community and/or Campus Projects** (400 points required: 100 for each)

1. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

4. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

**CATEGORY I: Service Projects (continued)**

**B. Projects to benefit people with developmental disabilities** (200 points required: 100 for each)

1. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

**CATEGORY II: Fundraising Projects** (100 points required) *Special Note: If fundraising is prohibited by your school, try some other in-kind donation that can be given a value*

A. Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_ Man-hours Involved: \_\_\_\_\_

Total Money Raised: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_  
\_\_\_\_\_

**CATEGORY III: Knowledge** (100 points required) *This can be someone invited to speak on a specific topic, or it can be a program explaining how to work with Special Olympians or giving instructions for an upcoming project.*

A. Speaker and/or Program: \_\_\_\_\_ Date: \_\_\_\_\_

**CATEGORY IV: Fellowship** (200 points required: 100 for each)

A. Junior Club Fellowship: Date: \_\_\_\_\_ Number of members present: \_\_\_\_\_

Concise Description of Activity: \_\_\_\_\_

B. Fellowship with sponsoring Civitan club: Date: \_\_\_\_\_ Junior Civitans present: \_\_\_\_\_ Civitans present: \_\_\_\_\_

Concise Description of Activity: \_\_\_\_\_

**CATEGORY V: Junior Civitan - Civitan Club Involvement** (400 points required)

**A. Junior Civitan visits to Civitan Club Meetings or Projects**  
(100 points for each)

1. Date: \_\_\_\_\_ Number of Junior Civitans present: \_\_\_\_\_

2. Date: \_\_\_\_\_ Number of Junior Civitans present: \_\_\_\_\_

3. Date: \_\_\_\_\_ Number of Junior Civitans present: \_\_\_\_\_

**B. Civitan visits to Junior Civitan Club Meetings or Projects** (100 points for each)

1. Date: \_\_\_\_\_ Number of Civitans present: \_\_\_\_\_

2. Date: \_\_\_\_\_ Number of Civitans present: \_\_\_\_\_

3. Date: \_\_\_\_\_ Number of Civitans present: \_\_\_\_\_

**CATEGORY V: Junior Civitan - Civitan Club Involvement** (continued)

**C. Joint Service and/or Fundraising Projects**  
(100 points for each)

1. Name of Project: \_\_\_\_\_

Number of Junior Civitans: \_\_\_\_\_ Number of Civitans: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_

2. Name of Project: \_\_\_\_\_

Number of Juniors: \_\_\_\_\_ Number of seniors: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_

**D. Civitan and Advisor Appreciation Month**  
(25 points)

1. Name of Project: \_\_\_\_\_

Number of Junior Civitans: \_\_\_\_\_

Concise Description of Project: \_\_\_\_\_

*Signature of sponsoring club president verifying information in Category V:* \_\_\_\_\_

**CATEGORY VI: Club Management and District Involvement** (300 points required)

**A. Installation of Officers and Initiation of New Members** (25 points)

Date: \_\_\_\_\_

Installed By: \_\_\_\_\_

Initiated By: \_\_\_\_\_

Pins Issued: (25 points)

Yes  No

Membership Card Issued: (25 points)

Yes  No

**B. Officer Report Form:**

Sent to district: (25 points)

Yes  No Date: \_\_\_\_\_

Sent to international: (25 points)

Yes  No Date: \_\_\_\_\_

**C. Dues sent to district and international postmarked**

**by November 1st:** (35 points)

Yes  No Date: \_\_\_\_\_

**D. List of club members sent to district and international:** (35 points)

Yes  No Date: \_\_\_\_\_

**E. Activities Reports sent to district:**

1. October 10th (25 points)  Yes  No

2. December 10th (25 points)  Yes  No

3. February 10th (25 points)  Yes  No

4. April 10th (25 points)  Yes  No

F. District

Location: \_\_\_\_\_

**Training, Meetings and Projects**

Club Officers trained by district (25 points)

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Participation in District-wide Meetings and Projects**

(25 points for each)

1. Date: \_\_\_\_\_ Number of Members Present: \_\_\_\_\_

Location: \_\_\_\_\_

2. Date: \_\_\_\_\_ Number of Members Present: \_\_\_\_\_

Location: \_\_\_\_\_

**Attendance at District Convention (25 points)**

Date: \_\_\_\_\_ Number of Members Present: \_\_\_\_\_

**Note:** The district Junior Civitan chair must verify Category VI, Sections B through F and items on page 4 pertaining to Honor Club of Distinction by his or her signature.

\_\_\_\_\_

*Signature, District Junior Civitan Chair*

"I believe this application to be a true and correct record."

*Honor Club of Distinction*

To qualify for Honor Club of Distinction, a club must complete all categories for Honor Club and achieve a minimum of 400 points in this section. **Items A and B are mandatory.**

**A. Net gain in membership. If 100% of members are enrolled in the Creed Club, the club only has to maintain membership total from previous year - Mandatory**

Number of Members enrolled last year: \_\_\_\_\_

Number of Members enrolled this year: \_\_\_\_\_

Number of Creed Club Members: \_\_\_\_\_

**B. Minimum donation of \$50 made to the Civitan International Research Center - Mandatory**

Yes  No

How was donation made?

Donation to Sno-Do?  Yes  No

Donation to Dance-a-thon?  Yes  No

Direct donation?  Yes  No

**C. 30% of membership enrolled in the Creed Club (100 points)**

A list of Creed Club members must be attached to this nomination form.

Yes  No

**D. Collection project reported to international (100 points)**

Yes No

**E. Membership Recruitment campaign held (100 points)**

A brief description of campaign must be attached to this nomination form.

Yes No Date: \_\_\_\_\_

**F. World Junior Civitan Day campaign held (100 points)**

A brief description of campaign must be attached to this nomination form.

Yes No Date: \_\_\_\_\_

**G. Held joint project with sponsoring club in April during Civitan Appreciation Month (100 points)**

Yes No Date: \_\_\_\_\_

**H. Held Environmental Awareness project (100 points)**

A brief description of project must be attached to this nomination form.

Yes No Date: \_\_\_\_\_

**I. Social Causes Awareness Campaign held (100 points)**

A brief description of project must be attached to this nomination form.

Yes No Date: \_\_\_\_\_