



**Club
Administrative
Manual
2017-18**



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Club Administrative Manual

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* All reports must be copied and emailed to those persons designated at the end of each form. Please use scissors when removing forms.



Junior Civitan Creed

I am a Junior Civitan:
An aware citizen of today,
The standing promise of tomorrow.

I seek to meet the needs of our world,
To be progressive in a world of change
With compassion and understanding for
The values and traditions of the past.

I value the security of knowing
That wherever I am
I will always be within reach
Of a fellow Civitan.

I dedicate myself
To society and to my fellow man
With a commitment
To make the world a better place.

Information and Instructions

This manual contains the information you will need for your club to run smoothly throughout the year. In order for this manual to become an effective tool in the organization and efficiency of your club, certain procedures will have to be followed.

1. Every form which is required to be completed by your club is arranged in chronological order in the report section of this manual. The section begins with a report due in September and ends with an officers report due in May.
2. Start in the front of the report section and send the reports only when they are due. Each due date is noted on the top of each report. Each report must be mailed or emailed to those persons designated at the end of each form.
3. Each report must be complete and legible.

4. A list of Junior Civitan supplies and an order form are located in the back of your manual and can be used at any time by your club.

If these instructions are followed, you will not miss any reports and your club will begin to function in a much more organized manner.

To the Secretary: What may seem like a lot of paper work is really arranged to make it easy on you. Each report, if done correctly, should take minimum effort on your part. But, take the time to complete each form correctly and be sure the photocopies of each form are sent to the correct people. **Names and addresses of district governors and chairpersons can be found at the end of this manual.**

Reports and Dues

In order to maintain the line of communication between club, district, and International as your club progresses, or has problems, it is imperative that the club secretary send all reports on time. The Report of Club Officers ensures the club's receipt of important information from the district and International, as well as the *Junior Civitan Insider* for club members. *Junior Civitan Insider* is a viable source of information for all clubs. The activity reports furnish information on attendance, various projects, and visits to the clubs by district officers and senior members. All forms can be found in this manual or online at www.juniorcivitan.org and linking to

"literature." Please submit your club's activities. We urge each club president and advisor to see that these reports are mailed or emailed on time.

The annual dues billing is mailed to the club advisor on October 1. Payment of district dues should be sent to your Junior district chairperson by November 1. A separate check for international dues should be sent to Junior Civitan International by November 1. All members should be informed of these dues when they apply for membership to your Junior Civitan club. Please be sure your club's dues are in on time.

International Convention

Each year the Junior Civitan International Convention is held in June or July. The location is determined by invitation from a Junior district wishing to host the event. Much of the time is spent in training district and club officers, but this event is also designed to celebrate a successful year for Junior Civitan. We urge advisors and club officers to promote

attendance early by stressing the date and cost. The host district will be announced at the annual convention with the site and cost established at the Junior Civitan International board of directors meeting in July or August. The annual international convention is publicized in the Winter and Spring issues of the *Junior Civitan Insider*.

Past International Conventions

2017 - The Sheraton - Birmingham • 2016 - The DoubleTree - Atlanta • 2015 - The Orlando Lake Buena Vista Hotel • 2014 - The Franklin Marriott (Valley) • 2013 - The Blake Hotel (North Carolina District West) • 2012 - Marriott Norfolk Waterside Hotel (Chesapeake) • 2011 - Sheraton Hotel, Birmingham, Alabama (Alabama Central) • 2010 - Omni Hotel, Jacksonville, Florida (Florida) • 2009 - Doubletree Marietta, Atlanta, Georgia (Georgia) • 2008 - Holiday Inn Hurstbourne, Louisville, Kentucky (Appalachian) • 2007 - Sheraton at Four seasons, Greensboro, North Carolina (North Carolina East) • 2006 - Marriott Town Center Hotel, Charleston, West Virginia (Cardinal) • 2005 - Sheraton Hotel, Birmingham, Alabama (Alabama Central) • 2004 - Marriott Hotel, Nashville, Tennessee (Valley) • 2003 - Adam's Mark Hotel, Charlotte, North Carolina (North Carolina West) • 2002 - Glenstone Lodge, Gatlinburg, Tennessee (Appalachian) • 2001 - Clemson University (South Carolina) • 2000 - University of South Alabama (Alabama-West Florida) • 1999 - University of Georgia at Athens (Georgia North) • 1998 - Concord College (West Virginia) • 1997 - University of North Carolina at Greensboro (North Carolina East) • 1996 - Samford University (Alabama Central) • 1995 - Austin Peay State University (Valley) • 1994 - Georgetown University (Chesapeake) • 1993 - University of Evansville (Midwest) • 1992 - University of South Florida (Sunshine) • 1991 - East Tennessee State University (Appalachian) • 1990 - Emory University (Georgia North) • 1989 - Duke University (North Carolina East) • 1988 - Georgia Southern College (South Georgia) • 1987 - Michigan State University (Michigan) • 1986 - Winthrop College (South Carolina) • 1985 - Eastern Kentucky University (Kentucky) • 1984 - Florida Southern College (Florida)

The History of Junior Civitan

The International Association of Civitan Clubs (as it was called originally) began on April 15, 1920 with the chartering of the Civitan Club of Birmingham, Alabama.

In January 1927, the first official Junior Civitan club was formed but not chartered. It was organized at South Portland High School in Maine, and its first membership included boys and girls, although women were not permitted to join the senior organization until 1974.

From 1927 to 1932, several more clubs were organized. In 1932 the first three official Junior Civitan club charters were issued to clubs in Portland, Maine; Bristol, Tennessee; and Rogersville, Alabama. The movement spread west, and three clubs were chartered in California in 1934. The stronghold of the Junior Civitan movement was Alabama, and by 1941, eight of the 24 clubs were located there.

The war years were quiet, but the late 1940s and 1950s showed a great increase in growth, especially in Georgia, where 16 clubs were chartered between 1945 and 1948. The first Canadian Junior Civitan club was formed in East Toronto, Ontario, in 1957, and Junior Civitan became truly international.

By the 1960s, more than 400 junior clubs had been chartered, and senior Civitan clubs were taking more interest. In 1965, the first issue of *Countdown*, the magazine for Junior Civitans, was published.

Two years later Junior Civitan had over 11 officially recognized districts, and the Junior Governors Training Academy—attended by eight people—was held. A full-time youth director was added to the international staff in 1969, and major developments were initiated in the Junior program. The first Junior Civitan International awards were presented that year.

Junior Civitan still continues to grow. In 1982, the program expanded into Europe with the chartering of the Tonsberg Junior Civitan Club in Norway.

Currently, there are nearly 11,000 members in almost 350 clubs. The Junior Civitan International Convention is held annually for club and district officer training, electing international officers, voting on international projects, and presenting international awards. Junior Civitan continues to be one of the fastest growing service organizations in the world with clubs in Africa, Asia, Europe, and North America.

Purpose of Junior Civitan

Junior Civitan is a service club for young people tailored specifically for training them to become “Builders of Good Citizenship” in the home, school, community, and nation. The purpose of Junior Civitan is to develop initiative and

leadership, and to encourage young people to live a fuller life enriched by selfless service to others, with a focus on living the Golden Rule in all human relationships by precept and example.

Objectives of Junior Civitan

- To practice and promote good citizenship in the home, school, community, and nation.
- To promote high standards of scholarship and conduct in the school.
- To serve the school, community, and nation.
- To support good government on all levels and encourage respect for the law.
- To develop leadership through selfless service.
- To practice the Golden Rule.

Responsibilities of Club Officers

A good team of officers is important to the efficient running of your Junior Civitan club. The following provides brief descriptions of the role each officer should assume; however, all officers should be familiar with the duties of other positions as well as their own. Each officer should be familiar with club, district, and international constitutions, bylaws, and policies. The responsibilities in each club are different, so you should use this information as a guide to be elaborated upon.

President

The president of your club has two responsibilities which place this officer in a paradoxical situation. First, if a club is to be successful, the president must divide the responsibility of club leadership among fellow officers and club members. The use of delegated power is the only way to cope with large amounts of work in an efficient manner.

Secondly, the president must accept ultimate responsibility for club structure. In short, the buck stops here. So, at the same time the president divides the control of the club, responsibility must also be taken for the entire club operation.

Anyone who seeks the presidency should be mindful of this paradox along with several other considerations.

The president must understand that to be a leader means to work with people, not to be independent of them. Cooperation, understanding, and hard work are necessary to hold a group of young people together.

The president must also be aware of the foundations of Civitan. Being a Civitan means operating upon responsible citizenship premises; Civitans help others. These premises are the rules of the game, and if you are going to play the game, you must understand and abide by them. In addition, the president must set certain goals for the club and keep those goals in mind as the club progresses through the year.

Objectives of the President

1. Lead the club to achieve its goals for the year (including Honor Club recognition).
2. Preside effectively at club and board meetings.
3. Organize and direct the work for the club's board of directors and committees.
4. Represent the club and Junior Civitan International in the community.
5. Communicate club, district, and international goals and programs to the club members.
6. Resolve conflicts within the club.
7. Represent the club at district and Junior Civitan International events and meetings.

General Duties

1. Develop all meeting agendas. Each should be reviewed with the advisor well before the meeting.
2. Serve as an *ex officio* member of all committees.
3. Lead the club in all local, district, and international projects.
4. Attend all district and international meetings and/or conventions.
5. Maintain communication with all levels of Junior Civitan, including your own members, district officers, and with the World Headquarters.
6. Maintain communication with the sponsoring club and the Civitan district.
7. Maintain a strong membership level.
8. Maintain a sound financial basis.
9. Represent the club in all community and organizational functions.
10. Conduct leadership training for all club officers and club members.
11. Distribute the *Junior Civitan Insider*.
12. Announce all district and international projects and events.

The Effective Club President

1. Effective club presidents know where their time goes. They manage it rather than vice versa. Analyze your schedule and manage your time, so you will be productive and efficient by:
 - a. Identifying and eliminating irrelevant tasks, things no one will really miss if they go undone.
 - b. Deciding what you can delegate to someone else.
 - c. Spelling out "time wasters" such as meaningless meetings and unnecessary communications, and try to eliminate them.
2. Effective club presidents focus on outward contribution. In other words, they concentrate on results rather than the tasks themselves. Look up from your work and outward toward your goals. The club president lives and acts in two dimensions: (1) preparing for the future, and (2) building for the results long before they are achieved.
3. Effective club presidents build on strengths, their own and those of others. They acknowledge and accept their abilities and weaknesses. They are able to accept the best in others without being threatened. They help others grow by giving them opportunities and responsibilities. Feed opportunities and starve the problems.
4. Effective club presidents concentrate on the few major areas where superior performance will produce outstanding results. Set and stick to priorities.

Here are some suggestions:

- a. Focus on the future as opposed to the past.
 - b. Focus on opportunities rather than problems.
 - c. Choose your own directions and listen to your own "drummer."
 - d. Be an innovator and make a difference.
5. Effective club presidents make good, rational decisions. Here are some suggestions:
- a. Define the problem
 - b. Analyze the problem
 - c. Develop alternative solutions
 - d. Decide the best solution
 - e. Develop and implement a strategy that will convert the best solution into action.

Goals and Calendar

It is most important that the president, advisor, and the board of directors establish a plan of action for the year. The plan should include goals for membership, projects, tentative scheduling for meetings, projects and socials, as well as achieving Honor Club recognition. This planning must be completed to make committee assignments and for the treasurer to establish a budget. Once a plan of action is developed, then prepare a tentative calendar of club activities and deadlines. Refer to the Important Dates to Remember in this manual. This initial plan of action is imperative to a club's success.

Delegating

Delegation is one of the most important aspects of a good president. You are only one person and cannot accomplish a successful year alone. It is always important to discuss delegation with your club advisor for guidance.

In the delegation process, remember these aspects:

1. Define clearly and creatively the responsibilities being delegated to each person, being sure to set limits while allowing flexibility.
2. Choose appropriate people for the assignment by placing people carefully, maximizing strengths and minimizing weaknesses. Seek out skills of your members.
3. Mutually set goals and timelines to be achieved. Expectations must be clearly defined.
4. Give accurate and honest feedback. People want to know how they are doing, and they deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Be sensitive when you deliver your praise or criticism; always be constructive.
5. Support your members by sharing knowledge, information and plans with them. It is incredible how many errors are made simply because of lack of information.

7. Whenever possible, give those who are responsible for completing assignments a voice in the decision-making.
8. Really delegate! When given an assignment, most responsible people do not appreciate someone looking over their shoulder or taking back part of the assignment before they have had a chance to do it. Good leaders foster leadership in others by empowering them to be successful and allowing them to make mistakes. Make sure you guide while offering assistance and let go when appropriate and necessary.

When delegating specific duties and tasks, always emphasize the goals of your club and the assignment's overall impact on the success of your club. Be sure to establish times for progress reports. This will ensure that if the assignment is not being handled properly or the member needs assistance, the president and advisor can resolve the problem before it is too late.

Forums for Leadership

Leadership is exercised in many different ways. One of the most overlooked venues for leadership is in the context of meetings. As the presiding officer of your club, you can exert a great deal of positive leadership. Two types of meetings are the focus of your opportunity to exercise leadership: (1) the club meetings, and (2) the club board of directors meetings. Both are important to effective leadership. You should take advantage of these forums to move your club toward the achievement of its goals.

Here are some suggestions about how you can use meetings to exert your leadership:

A. Adjust your "style" to the group. Horizontal leadership is preferred for your club meeting, whereas vertical leadership may be more appropriate for the board meeting. Horizontal leadership generally works better with a larger group. Treat each member as an equal. Use persuasive techniques. Preside in a positive, enthusiastic manner. Try to set the group at ease and make them feel like they are "center stage." Vertical leadership can be very boring and unproductive if the leader doesn't know what is going on or is distracted by efforts of certain members of the group to control the meeting. While a Junior Civitan club is a volunteer organization, even volunteers can appreciate a leader who takes charge, particularly in decision-making situations. You should always build team spirit and keep the members focused on the goals of your club.

B. Start with Board Meetings. This is the most intimate leadership forum you will have during your year as president. Here are some helpful suggestions:

- (a) Ensure the meeting place is comfortable for the group size.
- (b) Choose a time when distractions and interruptions can be avoided.
- (c) Have a well constructed agenda with items for decision clearly outlined (this should be reviewed with the advisor for guidance well before the meeting).
- (d) Make every attempt to complete business in the time

allotted.

- (e) Prepare before the meeting for any special reports or information which may be needed for the group's work.
- (f) Express appreciation to the individual members, advisor, sponsoring Civitans, and the group as a whole for their contribution to the achievement of your club's goals.

C. Exercise the courage of leadership. Sometimes individual members of the group need to have their thoughts and actions redirected in order for the group to function properly. Have the courage to move discussion along even if it means confronting a member whose actions distract from the group. If you have an opinion that has not been expressed, carefully introduce your idea. Count on others in the group to see the merit of your suggestion. Allow the group to "brainstorm" solutions to problems without letting the meeting degenerate into wasted time and effort. A courageous leader molds the group into a vibrant decision-making body.

D. Follow the agenda while allowing sufficient time and enthusiasm for "brainstorming." At the beginning of the meeting, ask each person if there are any items to add to the agenda. Assure people that each item will be handled on a consensus basis. Make sure each person is involved in the process. Involve those who may seem preoccupied or unattentive. Call for decision as soon as you detect a group consensus. Don't belabor points or allow the group to stray off the subject.

E. Be a good listener. Leadership is related to "followship." You cannot be effective if your contact with the membership is weak. Most leaders fail because they enjoy speaking more than listening. Be able to paraphrase each member's comments and restate the group's consensus when it appears. By listening, you can identify and solve problems within the group and help them move toward completion of tasks.

F. Be effective in presiding at club meetings. Here is a major forum for making an impact on your club during your time as president. Each time your club meets, they look to you for the leadership that will make the meeting a meaningful part of the life of the club. Take this forum and your responsibilities as the presiding officer seriously. Have an agenda and adhere to it. Remember that the members have given the club a certain part of their life (time). Be positive and enthusiastic about what is going on. Listen to the responses of the members about the "state of things." Above all, be prepared to take the necessary steps to ensure a good productive meeting.

G. Don't take yourself too seriously. You are going to make some mistakes as the presiding officer. If you "goof," recognize it and admit that you're good, but getting better. Work to make sure the members feel good about your leadership, even when things don't go as smoothly as you would like.

H. Be prepared. Stay ahead of the game by communicating effectively with all your officers and members.

Let them know what you expect from them, and listen to what they expect from you. Anticipate future events and keep your members aware of upcoming activities. Use every appropriate means available to make what you do at meetings effective and productive.

Meetings can be significant forums for your leadership. Don't take them for granted. Use them to help your club achieve its goals during the year. When the year is over, you want your members to make the unavoidable conclusion, "Wow, our president did an excellent job. We've had a great year."

Vice President

The office of vice president is a highly flexible position which can be extremely valuable or practically worthless.

The vice president and president must work together to ensure the value of the office. There are several guidelines which can aid in this task.

1. The vice president must be as knowledgeable about all club activities as the president. This means both the administration of the club and the club programs. This allows the vice president to step into the office when the president is absent or unable to serve.
2. Specific duties, e.g. chair of the Program Committee, must be assigned to the vice president immediately. Such duties may automatically be assigned to the vice president through club bylaws.
3. The vice president must work closely with the president in defining and executing the goals of the club.
4. The vice president can serve in a variety of positions; project chair, representative to inter-club councils or committee chair.

Above all, remember that if the vice president is to be of value, this person must be willing to assume any responsibility.



Secretary

The secretary's position is one of the most important in the functions of the club. As secretary, you are expected to devote sufficient time, each week, to the various details of your office. Your work is doubly important since you are a main contact with the district and World Headquarters.

One of the first requirements necessary is to be thoroughly familiar with the duties of your position and what is expected of you. You must be organized! It is suggested that you keep a three-ring binder, separated by tabs for the different reports and information you are required to maintain. You will find, in a great majority of cases, when information is desired by officers, committee, or club members, the question will be directed to you as secretary.

The secretary should have knowledge of the functions and the purpose of Junior Civitan on the district and the international level so that you will be able to assist the president or any other member of the club when a question arises. The secretary should also be familiar with the rules and regulations as stated in the constitution and bylaws of the district and of Junior Civitan International to quickly locate a needed piece of material.

Objectives of the Secretary

1. Maintain all club records.
2. Record and keep minutes of all club and board meetings and provide copies to the board of directors.
3. Maintain all club correspondence.
4. Maintain all membership records.
5. Record member attendance records.
6. Prepare addition and change of address information.
7. Order all supplies and literature.
8. Serve as an active member of the board of directors.
9. Send thank you notes.

General Meeting Duties

1. Ensure all aspects of the club meetings are in order.
2. Manage the display of banner, bell and gavel (can be delegated to sergeant-at-arms).
3. Inform the speaker of his or her allotted speaking time (should coordinate with program chair).
4. Send the speaker a thank you note.
5. Record minutes of all board meetings and club business meetings. These records should include members present, guests present, presiding officer, speaker and subject, highlights of address for newsletter (this should be provided to the public relations coordinator), and any business conducted.
6. Keep attendance records.

Reports

1. The secretary completes and mails all forms on time. All required forms can be found in the back of this manual and the district manual. Following are the forms that are to be submitted to World Headquarters and the district:
 - a) Report of Officers due in September and May.
 - b) Activity Reports due monthly to the district and

- c) sponsoring club.
- c) Report of Collection Selection projects.
- d) Report of Environmental projects.
- e) Listing of Creed Club members (must be accompanied by payment for these members, if ordering pins).
- f) Articles for the *Junior Civitan Insider* (may be delegated to the public relations coordinator).

2. The secretary is responsible for seeing that all Civitan supplies are ordered correctly. Refer to the supply section in this manual or the supply page on the website.

Treasurer

In general the treasurer has two duties to fulfill. First, he or she is responsible for maintaining a constant and accurate record of all club financial transactions. This applies even if the club funds are disbursed by the school. Second, he or she is responsible for leading projects which will help improve the financial position of the club.

The treasurer should be an effective leader and should take an active role within the club. As a member of the board of directors, he or she should participate in the decision-making process. The treasurer should always be in close contact with the secretary, advisor and club president.

There are certain procedures which, when followed, can assist the treasurer. The following is a list of general rules which can help the treasurer set his or her own structural procedures.

1. Obtain the financial records of the past treasurer and make certain all records are in order.
2. Organize all accounting and budgeting procedures for the coming year.
3. Never retain cash. Be certain the club bank account is in proper order.
4. Deposit all funds immediately.
5. Always obtain a receipt for any expenditure of funds.
6. Always give a receipt upon receiving payments to the club treasury.
7. Transact all club business by check.
8. Keep a general journal to show the chronological flow of funds.
9. Keep the club president and all others concerned informed of the club's financial position.
10. Collect club dues and other money from club projects, gifts, etc.
11. Pay district and international dues by November 1 deadline.
12. Keep all records up-to-date and accurate. The club treasurer can elaborate general rules in any way he or she feels necessary.

Budgets

Budgets are a tool to assist in managing club funds. They help your club to project needs and expenditures. An operating budget should be prepared for presentation to the board of directors for approval and then to the club. To prepare the

budget, a club must have a plan for how many members will be enrolled, what projects it will undertake, what expenses will be encountered, etc. See the sample budget worksheet in this manual for guidance. A permanent file should be maintained to include member dues payments, authorization for payments from the club account, copies of bills, and any other documentation which effects the club's financial position.

Suggested club accounting system:

1. Prepare a budget by projecting anticipated dues income and project revenues; disbursements of dues payments to the district and international and project disbursements. Remember, the total income must equal the total disbursements. The budget should be prepared with assistance and advice from your club president and advisor.
2. Assign account numbers to each line item, using 100s for administrative income, 200s for project income, 300s for administrative disbursements and 400s for project disbursements.
3. When receiving funds from any source, always issue a receipt and enter the appropriate revenue account number on the receipt. The Civitan Supply House has a receipt book available.
4. When authorizing payments or writing a check, always enter the account number on the request and check stub.
5. At the end of each month, list all receipt amounts for each account on a separate ledger sheet for that account; do likewise for all disbursements.
6. Add monthly totals for each account and enter results on lines in "Current Month" column on Budget and Financial Report form.
7. Add new monthly totals to totals from previous months and enter results in "Year to Date" column.

Public Relations Coordinator

The prime responsibility of the public relations coordinator (PRC) is to publicize the activities of the club. There are several areas which should be targeted in publicizing the club:

1. **The club membership.** The PRC should prepare a club newsletter (with assistance from the Publicity Committee) for the membership concerning all aspects of club activities. Some items to include are:
 - a. Upcoming club meetings
 - b. Project reports
 - c. Notes on members' accomplishments
 - d. Special honors bestowed upon members
 - e. Birthdays
 - f. Committee reports

- g. Information regarding district and international meetings, as well as programs and projects
- h. A calendar of upcoming projects, meetings and events.

The club newsletter is the mouthpiece and link between the club and its members. It should be interesting and fun for the members to read.

2. **The school and local community.** The public relations coordinator should always promote the club through the school and local newspapers, television stations and radio stations. The *PR: Projecting the Right Image* manual is a resource for this position. Please contact World Headquarters to request a copy.

3. **Junior Civitan International.** World Headquarters wants to hear about the activities of your club. This manual contains reports for submission of this information to the *Junior Civitan Insider*. If you don't have access to these forms, then prepare the articles on plain paper and send them to World Headquarters with pictures of the event via mail or email. Guidelines for submitting articles to *Junior Civitan Insider* can be found in this manual. It is important that the public relations coordinator be familiar with these requirements for submitting articles.

Directors

The board of directors is the policy making arm of the Junior Civitan club. Effective boards are broad in outlook and flexible in action. Because each club is different according to structure and function, a club director may be called upon to perform many different tasks. However, as a club officer, a good director can be effective as chair for key club committees such as the following:

Projects

1. Organize project information for club consideration.
2. Organize volunteers and recommend chair for various projects.
3. Give reports and pictures to the club historian (awards) and public relations coordinator (newsletter).
4. Send all the details of completed projects and pictures to *Junior Civitan Insider*.

Programs

1. Arrange programs and speakers for meetings and special functions.
2. Arrange for workshops and other special activities.

Membership

1. Recruit new members.
2. Chair a membership campaign in October.
2. Develop programs to attract new members.
3. Develop fun activities for existing members.
4. Develop a list of names, telephone numbers and addresses of club members to give to each member.

Fundraising

1. Develop new fundraisers for the club to consider.
2. Track ongoing fundraisers and make progress reports to the board.
3. Organize volunteers to help with fundraisers.
4. Send the details of your fundraisers to Junior Civitan International.

For more information about committees and committee meetings, refer to the committee, club management, projects and project ideas sections in this manual or on the Junior Civitan website.

Historian

It is the duty of the historian to keep a record or history of the club's activities and achievements during the year. This person should take pictures at projects, socials, and special events. It is recommended that this individual be in charge of preparing award nominations. These nominations should not be left to be thrown together at the end of the year. The historian should be compiling award nominations all year long. The criteria to be followed should be requested from the district chair early in the year. Duties should be clearly outlined and the historian should be at all meetings, including board meetings, in a nonvoting capacity.

Sergeant-at-Arms

It is the duty of the sergeant-at-arms to maintain order at all times and to perform such other duties as assigned by the president. This individual should take care of all the property of the club and assist the secretary in seeing that the national flag and club banner are displayed and assure that the meeting place is properly prepared. Duties should be clearly outlined, and the sergeant-at-arms should be at all club meetings, including board meetings, in a nonvoting capacity.

Chaplain

When considering the office of chaplain, it is understood that clubs in some nations may choose not to use this position due to local custom. A careful study of the tone and intent of the *Junior Civitan Creed*, though, clearly allows clubs to use the chaplain as an important and meaningful office.

The chaplain should open all meetings with an invocation of blessing upon the club, and a suitable eulogy should be delivered before the club upon the death of any of its members. Duties should be clearly outlined and the chaplain should be included in all club meetings, including board meetings, in a nonvoting capacity.

Effective Leadership

Leadership Qualities

Listed below are several qualities people look for in effective leaders. As a Civitan leader, consider the following as a guide for success.

1. Encourage creativity among members to exchange ideas for projects, programs, administration of club and district matters.
2. Provide effective work methods for attaining specific goals.
3. Make every effort to be informed.
4. Delegate responsibility to others.
5. Always be willing to listen to others.
6. Be ready to explain actions (as a leader).
7. Foster positive attitudes among club and district membership.
8. Establish clear lines of authority.
9. Encourage participation.
10. Establish effective lines of communication.
11. Learn to handle conflicts constructively.
12. Maintain flexibility and adaptability in changing situations.
13. Promote cooperative behavior.
14. Help the club and district make progress with its respective goals.
15. Be decisive.
16. Maintain each individual's sense of importance and worth to Junior Civitan.
17. Develop leadership in others.
18. Demonstrate strong, personal leadership.
19. Know the club, district and international constitutions and bylaws.
20. Motivate and encourage. Volunteers must believe in themselves and the organization.

Trouble Shooting

Strong and effective leaders must be sensitive to the members and clubs. If a club is in trouble, leaders must step in and offer their assistance. There are several areas in which leaders should be attentive:

Conflict Between Advisor and Officers

Warning Signs:

- Advisor and officers argue
- Little is accomplished due to conflict
- Members comment and express concern

Solution:

- Schedule a meeting with the board of directors and include the governor and district chair. Air feelings and ideas. Stress compromise for club's sake.

Financial Trouble

Warning Signs:

- President overspends
- Fundraisers are unsuccessful
- Outstanding debts to the school, community, district or World Headquarters

Solutions:

- Discuss with governor and district chair
- Schedule a meeting with officers involved to develop budget
- Think long term on money

Apathetic Club, President, or Advisor

Warning Signs:

- Unproductive or chaotic meetings
- Others complain, but don't accept responsibility
- Decline in number of projects as well as members participation
- Pulls away from district (meetings and projects)
- Member apathy

Solutions:

- Schedule a meeting with board of directors to plan year of activities and budget
- Set definite goals to achieve Honor Club
- Plan a special meeting for new member recruitment or just something exciting for fellowship and fun
- Ensure that president and advisor delegate authority to involve more members and lighten the load

Declining Involvement Between Junior and Sponsoring Club

Warning Signs:

- Decline in joint activities
- No contact at meetings
- Advisor conflict with sponsoring club
- Active resentment between clubs
- Advisor is not a member of a Civitan club

Solutions:

- Speak with sponsoring club president and visit Junior club board of directors to access information regarding the problems
- Arrange a special meeting with both presidents and the advisor to resolve problem and motivate to improve relations

Good Leaders Promote Growth

For any organization to survive and flourish, officers on all levels must promote increased membership in clubs and build new clubs. Leaders must be enthusiastic and motivated to accomplish this endeavor. Contact World Headquarters for a club building kit.

A Guide for Club Advisors

The purpose of this section is to assist you as an advisor in your job with Junior Civitan. It is hoped that you will find, in these pages, material that will explain your functions and responsibilities, not only to the Junior Civitan club you work with, but to the school administration (if affiliated) and the sponsoring Civitan club as well.

Yes, you have assumed an important responsibility. You will be called upon to give of your time, energy, and enthusiasm.

And what will you gain? The knowledge that you helped young people help themselves, as well as others, the thanks of all the Junior Civitans with whom you have worked and a wonderful experience.

Civitan International Facts

Civitan International, an outgrowth of a local service club first organized on March 17, 1917, in Birmingham, Alabama, is a worldwide organization dedicated to building good citizenship.

The international organization was founded on April 15, 1920, with the avowed purpose of extending the proven Civitan formula to other cities both in the United States and other nations. Today, Civitan is active in over 35 nations, spanning 4 continents: North America, Asia, Africa and Europe.

The genius of Civitan has been its emphasis on the local community and meeting its unique needs. This has helped Civitan clubs all over the world to quickly become vital to the local civic scene.

The Civitan emphasis on citizenship and patriotism has been enthusiastically accepted in hundreds of communities around the world.

Civitan also has a human interest in the less fortunate--an interest that finds expression in local projects intended to assist people with developmental disabilities. On a larger scale, the organization's clubs have banded together to provide a wide ranging public information program on both mental and developmental disabilities, their causes, prevention and measures which can be taken to improve the quality of life for people with these challenges.

Young Civitans, sharing many of the objectives and concerns of their elders, have launched enthusiastic service and fund raising programs in the interest of community assistance. Civitan International sponsors, through its member clubs, Junior Civitan clubs for high school, junior high school, and middle school students. There are approximately 11,000 Junior Civitans in some 350 clubs.

Many sources of financial assistance are provided by the Civitan International Foundation. These range from scholarships to a variety of aid for the mentally and physically challenged. Junior Civitan's involvement in the foundation and its endeavors are varied and impressive.

Annually the foundation awards \$1,000 scholarships to graduating high school Junior Civitans meeting a certain criteria. In addition, the International Junior Civitans of the Year, male and female, are awarded \$1,000 each.

Junior Civitans are committed to the Civitan International

Research Center. Since its adoption in 1989, Junior Civitans have raised hundreds of thousands of dollars to help fund the parent organization's annual \$1 million commitment.

Purpose of Junior Civitan

Junior Civitan is a service club for young people tailored specifically for training young people to become "Builders of Good Citizenship" in the home, school, community and nation. The purpose of Junior Civitan is to develop initiative and leadership, to encourage youth to live fuller lives enriched by unselfish service to others and focus upon daily living of the Golden Rule in all human relationships by precept and example.

Objectives of Junior Civitan

- To practice and promote good citizenship in the home, school, community, and nation.
- To promote high standards of scholarship and conduct in the school.
- To support good government on all levels and encourage respect for the law.
- To serve the school, community and nation.
- To develop leadership through unselfish service.
- To practice the Golden Rule.

Advisor Responsibilities

1. To School and Principal (if affiliated)

Ensure that all Junior Civitan projects and fundraising activities are acceptable to the school and are in accord with regulations.

Ascertain that Junior Civitan constitution and bylaws are always in keeping with school regulations governing student organizations.

Be responsible for ensuring that the financial records of your Junior Civitan club are maintained in accordance with standard procedure for student groups forming possible joint service projects to promote a cooperative spirit in the school.

Seek to bring a "Civitan understanding" to all members of the administration and faculty.

In many instances, the club advisor can do more for Junior Civitan in the school than can be done by the sponsoring Civitan club since you are already an accepted member of the school community. You are in a position to be more familiar with school regulations and resources available.



You and the Principal

You have been appointed by the principal. You are the official representative of your school and the liaison between the Junior Civitan club, the principal and the sponsoring Civitan club. It is your duty to keep the principal informed concerning the activities of Junior Civitans.

In addition, you should assume as much of the club counseling as you feel is necessary. The remainder of such work is the responsibility of the Civitan sponsor. The Junior Civitan club should never overburden you with detail work which the Civitan sponsor can properly handle. Explain your position and the position of your principal to the members of your club.

II. To the Junior Civitan Membership

Attend all regular membership meetings and all board meetings.

Assist Junior Civitans in obtaining meeting room space for regularly scheduled club and board meetings.

Assist in securing additional members for the club through contacts with members of the faculty and students. Membership should be open to all qualifying grade levels and to all young people who desire to serve others.

Assist the public relations coordinator in obtaining proper and adequate publicity for Junior Civitan in the school publications, local media, and newspapers.

Seek ideas and suggestions for Junior Civitan service projects from the sponsoring club, faculty, administration, and other groups.

You and the Club President

A good club will be reflected in the relationship you have with the president. Work closely in planning the year's activities. Emphasize that you are there to help club operations. Give suggestions that you have gathered from your years of experience. If you object to something the president or the club is doing, explain your reasoning.

III. To the Sponsoring Civitan Club

Each Junior Civitan club is sponsored by a Civitan club. All activities of the Junior Civitan club are guided by the principles set forth by Civitan International. It is responsible for the birth of the club and must have a say in the Junior Civitan club's activities since it does provide the name and support of the parent organization.

Each sponsoring club president appoints a Junior Civitan Committee chair. This individual should attend meetings, help in planning activities and work closely with the advisor. Many Civitan clubs extend an invitation to the advisor to become an associate or regular member of the club. If possible, accept and take part in Civitan activities.

Discuss club problems with the Junior Civitan Committee chair, perhaps away from Junior Civitan meetings, on a monthly basis. Reach a mutual understanding regarding proper sharing of responsibility for guidance, training and supervision.

Attend Junior Civitan conventions and training conferences whenever possible to share ideas with other club advisors and Civitans.

Do not become overloaded with details. Do not do what Junior Civitans should do for themselves. Become a part of

the Civitan family. Become interested in Junior Civitan and Civitan International.

There is a definite correlation between a good Junior Civitan club and good adult counseling. Therefore, get involved with the Civitan program... accept its success as a personal goal. It will be personally rewarding.

Tips for an Effective Advisor

Advice

Your primary responsibility is to consult and advise. It is recommended that you do this as often as you deem necessary. This, in turn, encourages the president and club to seek advice from you. Too many advisors go to opposite extremes—some tend to dominate, while others show no interest at all. You will be an effective advisor if you work closely with the president assisting in any way possible.

Encouragement

Another important job you will have during the year will be to aid your president and club with encouragement. If you do this the club will function better. Do everything you can to create initiative in the individual member.

Enthusiasm

It is a truism that all good youth organizations have enthusiastic advisors working with them. If you are enthusiastic then the members will respond in a like manner!

Officers

The five major officers of the club include the following: president, vice president, public relations coordinator, secretary and treasurer. The club may also have a board of directors. It has the job of making many of the decisions for your club. It is suggested that the board of directors meet at least once a month, so that plans may be made for the following months.

Elections

The Junior Civitan fiscal year is from July 1 to June 30. Junior Civitan International requires that officers be elected at a meeting in March or April. Newly elected officers assume their duties at the beginning of the next fiscal year. These students should not be graduating since their terms of office begin July 1 following their election and continue for one year.

This lapse in time gives the newly elected officers the opportunity to work closely with the outgoing board, so that they will be well prepared to assume their official duties. It is also strongly recommended that the five officers be delegates to the district convention which is held in the spring.

Installation of Officers

After the officers have been elected, it is important to have a well organized installation. Usually, the outgoing president will be responsible for conducting this meeting. An impressive installation can be a dinner meeting attended by the parents, school officials, and Civitan members.

Contact Information of Officers

Immediately upon the election of new officers, the names, addresses and email addresses of the officers must be mailed to Junior Civitan International. The proper report form can be found in this manual or on the website.

Committees

The backbone of any organization is a good committee structure. Junior Civitan International suggests six standing committees appointed by the president. They are: Finance, Programs, Projects, Membership, Publicity and Fund Raising. Make sure the president understands the importance of such structure in order to help every member feel a part of the club workings.

Club Meetings

Most active clubs meet once a week to prevent loss of interest and generally meet for an hour.

Minutes

The club secretary should keep an accurate account of the business conducted at all meetings. Minutes should be typed and kept in permanent files for use by future boards and in preparing the annual awards and yearly achievement report.

Correspondence

During the year you and the president will receive correspondence from the Junior Civitan district and World Headquarters. You should check periodically with the president to see that his or her correspondence is answered promptly and that material is shared with the board of directors or club as appropriate.

Junior Civitan Insider, the official publication of Junior Civitan, is sent in bulk to the club advisor three times a year. It is important for the club advisor to give one copy of the magazine to all paid members. Magazines are shipped in October (based on previous year's membership), December, February, and April. It will keep you advised of obligations, new programs and the other details necessary to help you keep the club current.

Monthly Reports

The only way the district knows what your club is doing and the best way to help is through the filing of periodic activity reports. It is essential that the club complete and file as indicated on the form. All forms necessary to run a Junior Civitan club can be found in the back of this manual as well as on the website.

Filing System

The secretary should maintain a good filing system for the club. You may have to assist this person in getting one started, and you might have to provide space in your home or office for this purpose. Check these files periodically to see that they are in order.

Projects

There are three major types of projects with which a club should be concerned. These are school, community and fundraising. Ideas and other details are covered in various pieces of literature published by Junior Civitan. When possible, participate in these projects—evaluate and eliminate—maintaining only the best ones.

Finances

Many club projects cost money. Clubs should have fund raising activities to supplement their service work. Money raised by the club for a particular cause should be given entirely to that cause. All activities should be well-planned to avoid problems and to achieve maximum results from the efforts of the individual members. World Headquarters offers some fundraisers. Call for more information.

Budget

For an effective year, it is highly recommended that each Junior Civitan club have a budget. This will make the operation of your club easier. If the club plans its programs at the beginning of the year, it will know how much money must be raised and plan sufficient activities. The club will know what goals are to be accomplished by the service projects established.

Programs

A well planned program is a must for a good club meeting. You can be most helpful in suggesting programs to the program chair. Civitan clubs are more than willing to help—their membership includes many excellent speakers on vocations and on a variety of subjects. Counsel the program chair in making arrangements for programs, preparing adequate introductions for speakers, etc.

Agendas

One of the keys to a successful club is to have a well organized and interesting meeting. Nothing is so boring as to sit in a disorganized meeting. A well-prepared agenda will eliminate this problem. The agenda should be prepared by the president with your help. A standard agenda is published in this manual.

Dues Payments

The Junior Civitan district and international levels cannot function without the receipt of dues. Therefore, international dues are \$12.00 per member per school year or Junior Civitan fiscal year. District dues are decided by the district and vary. Dues are payable on November 1 of each year and become delinquent as of December 1. If dues are not paid within these dates, the club may be put on the inactive list. Dues Report Forms are sent to each club advisor by Junior Civitan International.

Bylaws

The international and district levels operate under a constitution and set of bylaws which spell out their respective policies. Clubs should also operate under such regulations.

Publicity

Good publicity is important because it will help promote the ideals of Junior Civitan. You should encourage and help the public relations coordinator with ideas. Clubs do not seek publicity for their own glorification, but to highlight their activities to enlist community support and involvement. It helps people to know your club can be called on for help and also serves as an example for others to follow.

Information should be sent to the news media on every activity of the club, even if the papers do not pick up the information every time. Have the public relations coordinator establish personal contacts to receive such information. (*See Responsibilities of Club Officers*)

Sponsoring Civitan Club Meetings

Civitan clubs encourage attendance at their regular meetings by members of the Junior Civitan club which they sponsor. Most Civitan clubs meet at noon, some meet in the evening and a few at breakfast time. If possible, two Junior Civitans should attend each Civitan meeting. Every member of the club should have the opportunity to attend a Civitan meeting at least once during the year.

Supplies

A catalog of supplies is available online at www.civitan.org/supplies/. It contains all of the materials that are available to Junior Civitan clubs. Certain supplies should be ordered from the office at the beginning of the year, i.e. pins for members and membership certificates.

How Junior Civitan Functions Outside Your Club

Junior Civitan International

Junior Civitan International is the centralizing and unifying organization. Under the guidance of the Civitan International board of directors, it formulates the broad outlines of the program which each individual Junior Civitan club undertakes.

It produces the literature and general mailings essential to maintaining communication in the organization. It also serves to maintain some of the historical aspects of the Junior Civitan program. In many cases, it is the only resource center available to your club or officers who need special help.

The District

Junior Civitan is also divided into districts and areas for easier and smoother functioning. Each level is designed to

support and render aid to the individual club so it can become effective in its service to the school and community. Learn the individuals and officers of the structure and make use of them.

The district has a set of officers who are responsible for operating within established boundaries in assisting clubs and providing personal attention. The district promotes cooperation and fellowship among clubs by encouraging participation in programs, activities and the objectives of the district and international; by strengthening existing clubs and building new ones; and by accepting and promoting the objectives of Junior Civitan.

District Junior Civitan Chair

Each year the Civitan governor appoints a Civitan to serve as the Junior Civitan district chair. He or she is responsible for properly carrying out the Junior Civitan district organization's administrative functions in accordance with the Junior Civitan district board's approval. The chair is always willing to give advice and help to any advisor.

The district is headed by a Junior Civitan district governor, who is the chief executive, and presides at the annual convention and other district meetings. The district is an action arm of the international level and keeps communication between the club and international flowing as well as supports its program. The chair is counselor to all district officers. The governor and chair for your district are listed on the last page of this manual.

District Division—Areas

The territory of the district is divided into areas, often coextensive with the boundaries of the Civitan division. Each area has a lieutenant governor who carries out the district's policies within his or her respective area and assists the governor whenever called upon to do so.

Club Meetings

The president is responsible for presiding over club meetings and board of directors meetings, but his or her responsibility does not stop here. He must take the steps necessary to ensure successful meetings. If the meetings are not worthwhile, the members will simply stop wasting their time. There are several guidelines which will help ensure success.

1. A definite time and place should be determined for all meetings. When meetings are regular, it allows members to plan attendance into their schedules. Start meetings **on time**.
2. Programs must be well planned. You may choose to make every other meeting a program meeting. In any case, the program should be carefully planned and worth the members' time.
3. Business meetings must be organized. You could possibly alternate these meetings with program meetings. You should:
 - a. Prepare a written agenda for members to follow.
 - b. Cover one item at a time. The president must keep discussion and consideration channeled toward one question at a time.
 - c. Keep the meeting moving. When one point has been exhausted, conclude it and go to the next issue.
4. **Lead, don't dominate.** The president should provide guidance and supervision of meetings, not domination. While leading during meetings, impartial mediation should be provided, and at times, compromise should be encouraged. Direct the discussion toward solutions.

Agenda for Club Meetings

Call to Order

Pledge of Allegiance, Invocation, Thought of the Day, etc.

Junior Civitan Creed

Roll Call

Member Related Announcements
(i.e. birthday recognition, special events, etc.)

Secretary's Report

Treasurer's Report

Committee Reports

Club Related Announcements

Old Business

New Business

Introduction of Speaker and Program
(if business and program meetings are combined)

Adjournment

Club Organization and Committees

The president, of course, stands at the head of your club's organizational structure. We then see the chain of command descend through the ranks of officers, committees, and members. Power initially resides with the president in this structure, but if the power remains localized, then the club will fail. The club will function efficiently and effectively only if there is a division of labor and responsibility. This division can be achieved through delegation and a responsive committee system. This committee structure can:

1. Improve efficiency.
2. Involve the whole club.
3. Relieve pressure from the president.
4. Encourage and develop leadership in others.
5. Share responsibility among members.

The president should attend all committee meetings. The chair of each committee will report directly to the president.

Committees should have specialized responsibilities with the power to carry them out. The president should be an ex-officio member of each committee in order to coordinate all activities. There are certain committees which are essential to the functioning of a club, and a brief description of each follows:

1. Finance

The treasurer should lead this committee. It should prepare a budget of the estimated income and expenses of the club for the year. It is responsible for making budgeting suggestions to the club. The Finance Committee should also aid the treasurer in collecting all club dues and paying club bills. The board may choose to assign this committee to the collections of fund raising income as well.

2. Programs

The committee should provide programs of interest and variety to stimulate membership, attract prospects, and make Junior Civitans better informed citizens. A master plan can be established for the year's programs, with special dates earmarked for special topics. A club should not dominate the calendar with strictly business meetings. Members want to learn from involvement and gain knowledge.

The committee should try to have programs scheduled at least two months in advance. This will ensure obtaining them at leisure and will result in good programs instead of last-minute films or poor fill-ins. Send a confirmation letter to the speaker as soon as a date is made - including date, time, place (directions if necessary), any special requests made by the speaker (audio or visual equipment needed), and length of time allotted the speaker. Then, confirm programs again at least one week in advance and phone the speaker on the morning of the program. Always follow the program with a note of thanks to the speaker.

Well-planned programs, properly presented, ensure active, interested members and well-attended meetings.

Valuable programs provide the basis for accomplishing one of Junior Civitan's major purposes: acquiring a broader knowledge of public affairs and community needs.

3. Service Projects

This committee is the very heart of Junior Civitan and its reason for existence. The Service Projects Committee should seek out and consider suitable and appropriate projects for recommendation to the board of directors. When presenting a project of consideration, the committee must prepare a proposal consisting of goals to be achieved, estimated man hours, expenses, time line, benefits, etc.

Adoption of a project requires a two-thirds vote of the entire board of directors, followed by a two-thirds vote of the club membership (according to most club bylaws).

Having a good project or projects is a rallying point for the club. Each member feels a sense of satisfaction after having done something for his or her community. There should be a diversified and flexible program of projects, one in which all members can participate. Each member may have a favorite project; but by keeping the club working as a unit, everyone will be interested.

4. Publicity

This committee is chaired by the public relations coordinator. It must provide material for news releases to campus and community papers, publish the club newsletter, and provide International with news from the club. Forms for submitting articles to International are located on the website and in this manual. Guidelines for preparing news releases can be found in *PR: Projecting the Right Image* (request from World Headquarters).

In publishing the club newsletter, every committee member must be involved if quality information is to be provided to members. The newsletter should include information regarding club projects in progress, results of completed projects (including a list of participating members), information regarding district and international programs and projects, special achievements and honors bestowed members, birthdays, and a calendar of upcoming events. The newsletter should be published monthly, at a minimal.

5. Membership

Membership development is important because an active and growing membership is the lifeblood of any club. It is important because it broadens the scope of the club's operation by enabling it to perform more and better activities in its service to your school and community.

In soliciting new members, don't be bashful about listing the benefits to be gained by the individual in becoming a Junior Civitan. Your prospect must be sold on the advantages of joining your club. Be able to discuss Junior Civitan, your club, its history, purpose, activities, past accomplishments and future plans.

It is essential that recruitment address all ages of

membership, not just the older group who will graduate at the end of the year. Continued growth is essential to lasting achievement. This committee should coordinate all recruitment campaigns, especially when school begins and throughout the fall. The club should constantly seek out prospective members from your campus or community and bring them to the attention of the club.

6. Fundraising

Fundraising is one of the most important activities of a club. Quite obviously, successfully completed projects that produce income for the club enable your group to extend its service to the larger community.

A director should head this committee. The main responsibility of this committee is to develop new fund raisers for consideration and implement any of those approved by the club. The committee should review the Project Ideas section this manual (or on the literature page of the website). In addition, this committee should keep track of ongoing fund raisers and make reports to the board.

The club can add to these committees as it deems

necessary. The use of committees, however, should not be carried to the extreme. When the bureaucracy grows too large, clubs becomes inefficient and coordination of resources becomes difficult.

Committee meetings should be as well organized as club meetings. A secretary should take notes of the committee meetings, and a central file should be kept of the minutes.

World Headquarters

The youth development department at Civitan International is geared to meet your needs. There is an ever widening range of materials they can provide for you. Also, if there is any advice or information you need, the Civitan staff will be more than happy to provide it. You can contact them by calling 1-800-CIVITAN ext. 131 or 132.

Planning & Running Committee Meetings

1. **Define your objectives.** If you cannot give explicit reasons for holding a committee meeting, you probably don't need one.
2. **Decide on a time convenient for all your members.** Groups vary widely in their work and extracurricular activities, so it is best to consult them before determining a time. If you can't get 100% attendance 100% of the time, that's OK.
3. **Pick a location easily accessible to the entire group.** Attendance is usually low when a special effort has to be made to get to the meeting place.
4. **Be sure meeting room is properly equipped.** If your meeting table is too small, some will be left out of seats and probably the discussion. If the table is too large, too many chairs will hinder discussion by dispersing your group. Too few chairs will disrupt the meeting while late arrivals are waiting to be seated.
5. **Develop an agenda** which briefly, but fully, explains the items to be considered. This should be your working agenda for the meeting, and you should follow it carefully.
6. **Start the meeting on time.** If a key member is late, start discussing something else on the agenda. You can come back to his or her topic later.
7. **Introduce anyone not known to the entire group.** Keep the introduction short.
8. **Speak clearly** and loudly so everyone can hear or else attention will wander.
9. **State the problem** or item to be discussed briefly, but explicitly. Write it on a chalkboard or flip chart if possible. It serves to focus the attention of the group on the matter under discussion.
10. **Keep control of the discussion.** Any irrelevant discussions must be eliminated. Private conversations are inappropriate. They are insulting to the speaker and detract from the discussion.
11. **Talk only to the group.** Do not get drawn into any side discussions no matter how important the topic.
12. **Call on everyone for input.** It is essential you have maximum participation because you are going to need maximum effort from each individual to carry out the details. The best way to get a real commitment from anyone is to have individual participation in decision making. It becomes his or her decision and he or she has a stake in seeing it work.
13. **Remain neutral.** If you disagree with the speaker, ask him or her questions, but do not argue.
14. **Be sure each speaker is heard and understood by all.** Your group cannot make rational decisions unless it has heard all the proposals. Ask the speaker to repeat the statement if necessary.
15. **Maintain a positive approach.** Gently but firmly shut off anyone detailing a long list of "why" or "why not" the problem or situation cannot be solved. One Debbie Downer, if allowed to run rampant, can discourage the entire group. Discuss the reasons why the problem has to be solved (or a project has merit) and call on someone else.
16. **Do not permit any one member to dominate the meeting.** It is the chair's job to see that everyone has equal time.
17. **Keep conflicts between individuals to a minimum** or your group may divide into separate camps. If a personal argument brews between two of your members, quickly call on a third for a comment and throw the discussion back to the group.
18. **Outline the proposals** and discuss the advantages and disadvantages of each impartially. Ask each member for an opinion.
19. **Don't rush the discussion.** Most wrong solutions come from groups that have not taken the time to consider all the alternatives. Time saved here will be spent a hundred times over trying to make a bad decision work. It is far wiser to hold over part of the agenda for the next meeting if necessary.
20. **Choose a solution acceptable to all**, if possible. If you have holdouts who disagree with the majority decision, try to find some part of the solution they do concur with and emphasize it. Barring that, the best you can do is try for agreement from them to give it a try.
21. **Choose the strongest advocates when making any assignments.** They will work the hardest to prove it was the right decision.
22. **Get a verbal commitment from each assignee.** You want him or her to commit himself or herself in front of the entire group.
23. **Keep in touch with each member you have given a job.** It's not necessary to obtain a detailed progress report. Instead, tell the group of other members' progress, and this will serve as a gentle prod if someone has been last in following through with an assigned responsibility.

Club Management At A Glance

I. Planning

- A. Plan entire outline of year during summer
 - 1. Use International Honor Club Form
 - a. four school projects
 - b. two community projects
 - c. two projects in which senior club is asked to participate
 - d. send in activity reports **on time**
 - e. send in dues **on time**
 - f. attend district activities
 - 1. district wide meetings and projects
 - 2. annual convention
 - g. participate in international activities
 - 1. Collection Selection
 - 2. Sno-Do
 - 3. Dance-a-thon
 - 4. World Junior Civitan Day
 - 5. Environmental Awareness
 - 6. Civitan Appreciation
 - 7. Social Causes Awareness
 - 8. Advisor Appreciation

II. Organization

- A. Meetings
 - 1. plan ahead—printed agenda (a must for large clubs)
 - 2. be in control (but don't dominate)
 - a. speak clearly and firmly
 - b. be open for suggestions
- B. Club newsletters—a must for all clubs
 - 1. all items discussed at meetings
 - 2. all events planned at meetings
 - 3. calendar of events
 - 4. report of projects completed
- C. Keep up with points

- each
 - 1. Assign a certain number of points for project (priority)
 - 2. Secretary should maintain record of points
 - 3. Make a certain number of points mandatory for certain fun activities:
 - a. district convention
 - b. international convention
 - c. social events, i.e. parties
 - 4. Make a certain number of points mandatory for every grading session.
 - a. Place on probation for one grading session if they fail to meet requirements. If they continue to fail to meet requirements, they will be taken off club rolls.
 - b. If they meet requirements, give them a letter of congratulations and some encouragement.

III. Motivation

- A. Be enthusiastic
 - 1. Be optimistic
 - 2. Don't lose heart if things go wrong
- B. Knowledge
 - 1. Keep members informed
 - 2. Be aware of what others are doing
- C. Encouragement
 - 1. Recognize outstanding members
 - 2. Delegate authority—especially to lower classmen who could be future leaders.
 - 3. Avail yourself for help—don't be just a leader, be a friend!

Projects

I. School

- A. Faculty/Staff
 - 1. Outstanding Teacher of the Week or Month
 - a. recognize outstanding faculty members
 - 1. give flowers
 - 2. throw party
 - 3. announce to school
 - b. feature different department
 - 1. every week
 - 2. every month
 - 2. Secret Santa - good for large clubs
 - 3. Buy carnations for teachers
 - a. Christmas
 - b. Valentine's Day
 - 4. Buy doughnuts for faculty members
 - a. teacher work day
 - b. breakfast
- B. Campus Beautification
 - 1. plant trees
 - 2. plant flowers
 - 3. paint, fix up and cleanup

- 4. buy mirrors for bathrooms
- 5. buy curtains for cafeteria
- C. Fundraisers
 - 1. School dance
 - a. MORP (prom spelled backwards)
 - 1. girls ask boys
 - 2. casual clothes
 - 3. eat at fast food restaurant
 - b. Thanksgiving "Turkey Trot"
 - c. Christmas "Snowflake Fling"
 - d. Valentine's Dance
 - e. St. Patrick's Day "Green Fling"
 - f. Spring Break "Spring Break Bop"
 - 2. Sell Candygrams (bags filled with candy)
 - a. Thanksgiving "Turkeygram"
 - b. Christmas "Santagrams"
 - c. Valentine's Day "Honeygrams"
 - d. St. Patrick's Day "Pattygrams"
 - 3. Sell Carnations
 - a. Christmas
 - b. Valentine's Day

4. Sell football programs
5. Sell candy
6. Sell doughnuts
7. Car wash
8. Sell gift items

II. Community

- A. Visit a nursing home
 1. adopt-a-grandparent
 2. visit everyone
 3. visit every month
 - a. hold birthday party for that month
 - b. bring gifts
- B. Visit home for the developmentally disabled
 1. adopt-a-friend
 2. visit everyone

3. visit every month
 - a. hold birthday party for that month
 - b. bring gifts
- C. Visit children's hospitals
 1. adopt-a-kid
 2. visit everyone
 3. visit every month
- D. Participate in Special Olympics
- E. Participate in telethons
 1. Muscular Dystrophy
 2. Cerebral Palsy
 3. Easter Seals
 4. Children's Miracle Network
- F. Participate in walk-a-thons
- G. Sponsor a blood drive

Awards

I. Non-Competitive

- A. Honor Club
 1. four campus and/or community projects
 2. two service projects
 3. two projects where senior Civitans are asked to participate
 4. send in activity reports
 5. attend area meetings
 6. attend district functions
 - a. convention
 - b. Dance-a-thon
 7. support international projects
 - a. Sno-do
 - b. Dance-a-thon
 8. pay dues on time
- B. Honor Club of Distinction - in addition to fulfilling the criteria for Honor Club, your club must achieve a net one member increase, make a \$50 donation to the major emphasis project and participate in at least four

other categories as outlined in the nomination form.

II. Competitive

- A. Campus Project of the Year
- B. Community Project of the Year
- C. Environmental Project of the Year
- D. Junior Civitan Club of the Year
- E. Advisor of the Year
- F. President of the Year
- G. Joint Junior/Senior Project of the Year
- H. Contributions to International Projects
- I. Junior Civitan of the Year (male and female)
 1. Do not be brief!
 2. Type all applications
 3. Make them neat and nice
 - a. add pictures
 - b. add special touches
 - c. put in a binder with nice cover if submitting a hard copy

Suggested Time Schedule to Follow

June	Attend international convention	December	Send in Activity Report
July	Attend youth seminar		Have a community project
August	Pre-plan year		Have a fundraiser (Sno-Do pledge)
	Prepare membership drive posters	January	Have a school project
	Plan fundraisers-candy bars, car wash, etc.		Have a fundraiser (Dance-a-thon pledge)
September	Attend officers training academy	February	Attend district meetings
	Contact senior club about joint events		Send in Activity Report
	Recruit new members		Have a fundraiser (sponsor delegates to convention)
	Have school project		Have a project
	Make plans for World Junior Civitan Day		Begin writing up awards
October	Send in Activity Report	March	Start preparing awards
	Have a fundraiser		Have a community project
	Have a school project		Have a fundraiser
	Send in dues	April	Send in Activity Reports
	Conduct Recruitment Campaign		Send in award applications
	Conduct project for World Junior Civitan Day		Conduct environmental awareness project
	Visit sponsoring Civitan club		Hold officer elections (send in report forms)
	Attend district meetings		Conduct Civitan Appreciation Month
November	Have a community project		activity with sponsoring club
	Have a fundraiser	May	Attend district convention
	Hold initiation ceremonies for new members (ask Civitans to attend)		Have an end of the year banquet (ask Civitans to attend)

Sample Club Budget

The object of setting up this sample budget is to indicate the major areas of income and expense, to encourage sound handling of club financial affairs, and to demonstrate a simplified method of keeping track of such matters. It is suggested that the treasurer study this material and if the treasurer finds it workable, then it should be implemented. If, however, your club has a satisfactory accounting system in use already, by all means keep it.

Budget for Junior Civitan Club _____ Month _____, Year _____

	Annual Budget	Current Month Actual	Year to Date
Income Administrative Account			
Club Dues			
(if applicable) @ \$ _____	_____	_____	_____
District @ \$ _____	_____	_____	_____
International @ \$ _____	_____	_____	_____
Subtotal	_____	_____	_____
Expenses Administrative Account			
Dues: District @ \$ _____	_____	_____	_____
International @ \$ _____	_____	_____	_____
Officers:			
President	_____	_____	_____
Vice-President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
PR Coordinator	_____	_____	_____
Directors	_____	_____	_____
Office Supplies:			
Stationery	_____	_____	_____
Postage	_____	_____	_____
Files	_____	_____	_____
Member Pins	_____	_____	_____
Officer Pins	_____	_____	_____
Newsletter:			
Printing	_____	_____	_____
Postage	_____	_____	_____
Convention and Conferences:			
District Convention	_____	_____	_____
District Leadership Training	_____	_____	_____
President Council Meeting(s)	_____	_____	_____
International Convention	_____	_____	_____
Miscellaneous:			
	_____	_____	_____
Subtotal	_____	_____	_____
Balance of Administrative Accounts	_____	_____	_____



	Annual Budget	Current Month Actual	Year to Date
Income Service Account			
Fundraisers: (list fundraisers below)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal	_____	_____	_____
Expenses Service Account			
Service Projects: (list club projects below)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Fundraisers: (list fundraisers below)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Gifts and charities:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal	_____	_____	_____
BALANCE OF SERVICE ACCOUNTS	_____	_____	_____

Project Ideas

School or Campus Projects

1. Host a school-wide dodgeball tournament to raise money for the Civitan International Research Center.
2. Provide and staff a hospitality room at home ball games for visiting coaches and officials.
3. Hold a dance for your school's special needs department.
4. Sponsor a school speaker at the beginning of the school year or sponsor some phase of new student orientation, possibly serving as guides during orientation week and assisting new students with learning their way around the school.
5. Sponsor a "Citizen of the Month" and "Citizen of the Year" for deserving students and faculty members.
6. Sponsor a school beautification program or "clean up" week.
7. Place positive sticky notes on lockers to brighten students' days.
8. Maintain a Civitan bulletin board on current topics of interest—sports, calendar of school events, environmental issues, drug awareness, citizenship, etc.
9. Sponsor a "Teacher Appreciation Week," which might include giving out teacher superlatives or a teachers' reception.
10. Operate a coat checkroom at home athletic events and assembly programs.
11. Promote and sponsor a school drug awareness program with bulletin boards, assembly speakers, etc.
12. Enter a float in the homecoming parade or community parades such as Fire Prevention Week, etc.
13. Conduct a "Welcome Back To School" dance.
14. Baby-sit for faculty members who chaperone events.
15. Sponsoring Civitan club to coordinate.
3. Support the fire department's, or host your own, toy drive for children and/or Toys for Tots by other organizations.
4. Install a community library, possibly through the "Little Free Library Program."
5. Visit nursing homes—provide refreshments, present programs, send Christmas cards, provide sunshine baskets, have a Valentine's Party, make tray cards, etc.
6. Host a party or picnic, or work with underprivileged children, or special education groups, at Thanksgiving, Christmas, Valentine's Day or Easter.
7. Work with your sponsoring Civitan club on:
 - A. Heart Fund
 - B. United Fund
 - C. UNICEF at Halloween
 - D. Roadblocks/door-to-door solicitation for approved charities
 - E. Volunteer at the animal shelter
 - F. Volunteer at soup kitchens
8. Support sponsoring Civitan club projects such as:
 - A. Auctions
 - B. Pancake Suppers
 - C. Carnivals
 - D. Hamburger Outings
 - E. Horse Shows
 - F. Rodeos
 - G. Sporting Events
 - H. Spaghetti Dinners
9. Sponsor a school drive to collect groceries for needy families or homeless shelters.
10. Host a clothing drive for needy families or homeless shelters.
11. Donate your time to a child care center to help children in the community with their reading and math skills.
12. Join another Junior Civitan club to host a local Powder Puff football game or kickball tournament to raise money.

Community Projects

1. Sponsor a bloodmobile visit to the community and or campus.
2. In the United States and Canada, sponsor a "Get Out To Vote Campaign" or be responsible for taking down election posters after voting dates. Contact your
13. Provide free baby-sitting in hospitals.
15. Donate teddy bears for local emergency personnel.
16. Host a community barbecue or chili contest.
17. Organize a paint out graffiti or antivandalism program.

18. Sponsor a kids day for water safety at a local park.
 19. Participate in local parades.
 20. Meet with the City Council and/or make a presentation to help solve a community problem.
 21. Write community or school newspaper articles.
 22. Sponsor a vote awareness and voter registration program.
 23. Paint fire hydrants.
 24. Repair books at the library or volunteer for a literacy program.
 25. Tutor younger children.
 26. Trim trees around traffic control signs.
 27. Check with your local Red Cross office, Salvation Army, community centers or hospitals for service ideas in areas in which you can participate with them.
 28. Sponsor environmental projects:
 - A. Clean, maintain and/or develop a park area
 - B. Schedule tree or flower planting ceremonies
 - C. Refurbish park benches or playground equipment
 - D. Donate birdhouses you have built
 - E. Establish a nature program in your community
 - F. Clean up ponds or streams
 - G. Sponsor a school display on ecology at an assembly program.
 - H. Adopt a city street
 - I. Cleanup a local cemetery.
 - J. Sponsor a school-wide recycling project. The class that recycles the most gets a party.
 29. Hold a Civitan reception at an evening club meeting to promote better communications between the Civitan and Junior Civitan clubs.
 30. Paint and repair a senior citizen's home.
 31. Make festive tray cards for hospital patients at Halloween, Christmas, Easter, etc.
 32. Present holiday programs for hospitals and nursing homes.
 33. Do yard work for people with developmental disabilities who can't.
3. Sponsor:
 - A. Car washes or home window wash
 - B. Doughnut sales
 - C. Bake sales
 - D. School play
 - E. Pancake supper (before ball games)
 - F. Talent show
 - G. Fashion show
 - H. Football or basketball dance
 - I. Sadie Hawkins Day dances
 - J. Magazine sales
 - K. Rummage sales
 - L. Bottle or aluminum can collection
 - M. Fire extinguisher sales
 - N. Concession stands at sports events
 4. Sell bird seed during winter season. Sell pecans during the holiday season.
 5. Sell school items:
 - A. Pep buttons
 - B. Shakers
 - C. Key chains
 - D. Sweatshirts
 - E. Decals
 6. Publish and sell a school directory with names, addresses and telephone numbers plus ball game schedules, school clubs with officers, school fight song and school yells, etc.
 7. Sponsor or participate in a school carnival such as dunking machines featuring Junior Civitans and faculty members, sponge throw, pie throw, tricycle races, water balloon throw, etc.
 8. Sponsor a student-faculty basketball game.
 9. Sponsor a garage sale.
 10. Sponsor a "Singing Valentine"
 11. Sponsor a bike-a-thon, walk-a-thon or rock-a-thon.
 12. Sponsor a "Car Smash" especially before home coming football games—decorate car with names of teachers, names of opposing football players, etc.
 13. Sponsor a Marathon Basketball Game.
 16. Sell a box of candy bars.
 17. Have a haunted house on Halloween.
 18. Raffle a donated prize.
 19. Pay to dress on a theme day, like hat day, jeans day, etc.
 20. Paint faces at sporting events or carnivals.

Fundraising Projects

1. Sell Civitan sponsored items: Contact your local sponsoring Civitan club for details.
2. Sell school stadium cushions with Junior Civitan's logo and local club name with advertisement sold to

Annual Project Listing

Clubs conduct projects annually to benefit their communities and schools. It is beneficial to keep a list of all projects by recording the information below. Compiling this information as projects are adopted or held will help clubs to develop goals and adopt projects as well as maintain an ongoing listing of possible organizations to benefit.

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Name _____ Date Held _____
Club Project Committee Chair _____
Benefiting Organization _____
Organization's Contact Person _____ Telephone Number _____

Project Sign-Up Sheet

Project Name _____ Date to be Held _____
 Location _____
 Benefiting Organization _____
 Project Chair to contact _____ Telephone Number _____

Volunteers

Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?
Name	Telephone Number & Email	What hours or shift?

Junior Civitan Initiation Ceremony

On behalf of Junior Civitan International, _____ and

(name of district)

_____ we are happy you are accepting the invitation to
(name of club)

become a member of the Junior Civitan organization. Junior Civitan appeals to young people like you, youth of high standards and purpose. It offers you an opportunity to help others through hard work and dedication. You will work with other Junior Civitans and Civitans, as a team, to create a sense of pride through service to your school and community. The qualities of a good Junior Civitan can be found in the word “CIVITAN.”

C stands for **character**. A Junior Civitan possesses integrity, high morals and the ability to work well with others.

I stands for **involvement**. A Junior Civitan faithfully assumes an active role, so that the organization may reach its highest potential.

V stands for **vision**. A Junior Civitan always looks toward the future by learning from his (her) mistakes today, so he (she) can improve tomorrow.

I stands for **initiative**. A Junior Civitan recognizes what needs to be done and is a leader in the task.

T stands for **teamwork**. A Junior Civitan cooperates with others to achieve a common goal--service.

A stands for **attitude**. A Junior Civitan's attitude is positive and motivational.

N stands for **noble**. A Junior Civitan is noble in his or her consideration of others.

Junior Civitan is an organization that seeks to meet the needs of the world. By accepting the challenge to become a Junior Civitan, you are making a commitment to strive for these qualities. As a Junior Civitan, you will have many opportunities to improve yourself as a person and the world through selfless service and fellowship. If you accept this challenge, indicate by saying, “**I am Junior Civitan.**”

Congratulations, your lapel pin distinguishes you as an active member of Junior Civitan. Wear it with pride and remember that your actions reflect upon our organization and its purpose. This pin shows that you have accepted the Junior Civitan challenge.

Junior Civitan Installation Ceremony

Honored Junior Civitans, you have been chosen by your fellow members to be a leader in the activities of your club. This is a high honor which involves great responsibility, as you will be expected to originate and execute plans governing the conduct and progress of this club.

Your actions throughout the next year will determine the success and progress of this organization. Therefore, I urge you to carry out the duties of your respective offices to the best of your ability, so the high ideals, aims, and purposes of Junior Civitan may be furthered. Keep your vision elevated; always work toward the continued progress of Junior Civitan through selfless service to your school, community, state, and nation.

If you are willing to accept this responsibility, raise your right hand and repeat after me the pledge of Junior Civitan.

“My pledge is to be an aware citizen of today *(pause)*,
the standing promise of tomorrow *(pause)*,
seeking to meet the needs of our world *(pause)*,
being progressive in a world of change *(pause)*,
with compassion and understanding *(pause)*
for the values and traditions of the past *(pause)*,
with a commitment to make the world a better place.”

The officers you have chosen now stand before you. Since you have entrusted to them this responsibility of leadership, it becomes your duty to wholeheartedly support them.

Will you now indicate your willingness to accept your responsibility by giving these officers a standing ovation?

On behalf of Junior Civitan International, _____ District and

(name of district)

_____ Junior Civitan Club, congratulations! I extend to you the right

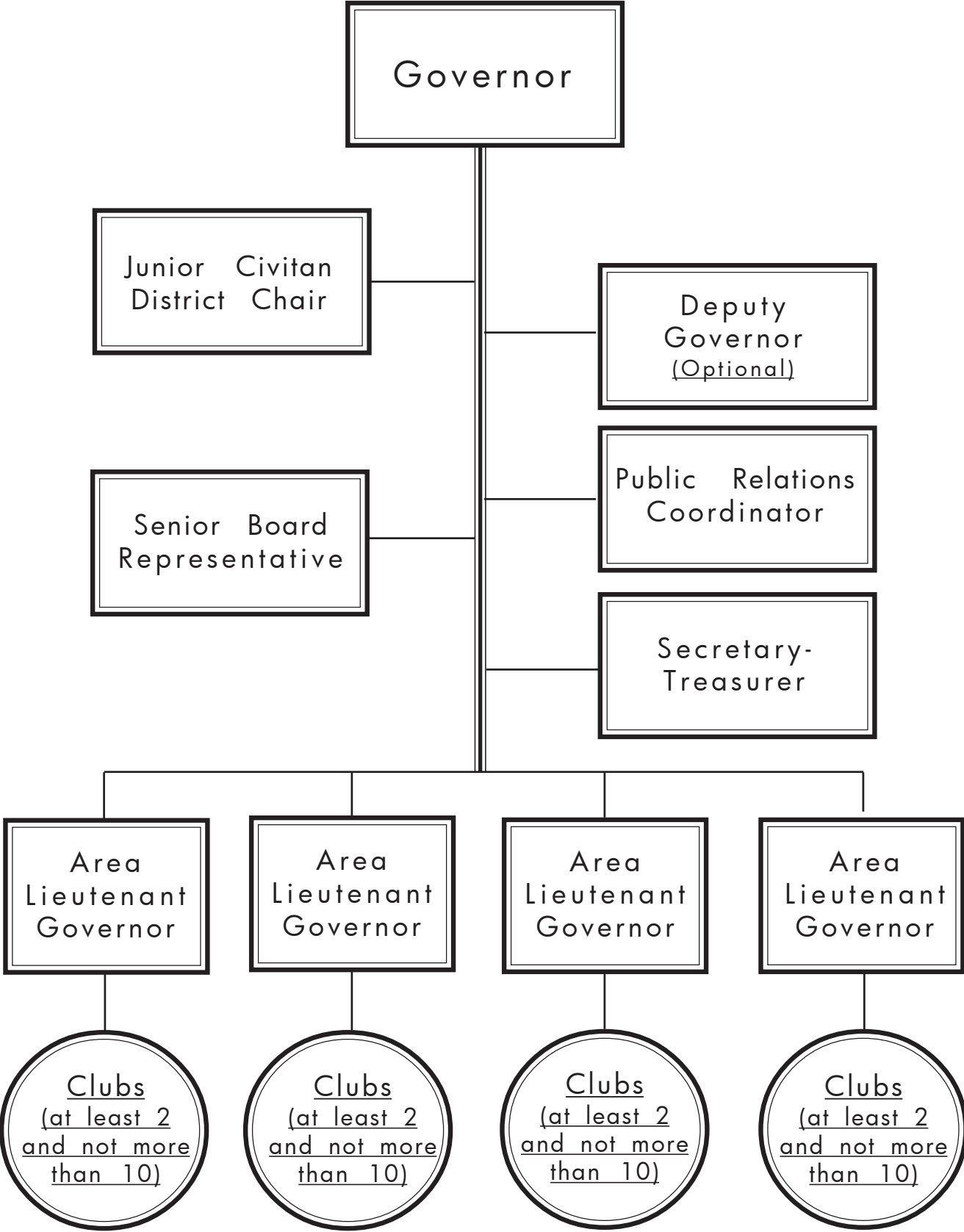
(name of club)

hand of fellowship and declare you the installed officers of the _____
Junior Civitan Club. (name of club)

Junior Civitan Year Important Dates To Remember

	Club	District	International
J U L	New Officers assume duties July 1	Officers report due to international July 15; Officers assume duties July 1	Officers assume duties July 1; Junior Civitan International Board of Directors meeting
A U G	Start planning Membership Recruitment Campaign	Calendar of events due August 15	
S E P	Club officers report due; Club officers training <i>Membership Recruitment Campaign</i>	Club and district officers training meeting	
O C T	Activities report due October 10; <i>Junior Civitan Insider</i> deadline October 10 <i>Membership Recruitment Campaign</i>	Governors report due by October 1	World Junior Civitan Day - October 28
N O V	Dues sent to district and to Junior Civi- tan Intl. by November 1; <i>Junior Civitan Insider</i> deadline November 10 <i>Membership Recruitment Campaign • Collection Selection Month</i>		
D E C	Activities reports due by December 10; <i>Junior Civitan Insider</i> deadline December 10	Governors report due by December 1; Sno-Do donations due December 20 <i>Collection Selection Month</i>	
J A N	<i>Junior Civitan Insider</i> deadline January 10		Sno-Do January 26-30 International Board of Directors meeting January 25
F E B	Activities reports due by February 10; <i>Junior Civitan Insider</i> deadline February 10	Governors reports due February 15; Dance-a-thon donations due February 7	
M A R	Club officers should be elected in March or April; Collection Selection report due March 1, <i>Junior Civitan Insider</i> deadline March 10 <i>Environmental Awareness Spring Campaign</i>	Civitan governor-elect appoints new district Junior Civitan chair by March 1	Dance-a-thon March 9-12 in Myrtle Beach, SC
A P R	Activities reports due by April 10; <i>Junior Civitan Insider</i> deadline April 10 <i>Advisor Appreciation • Environmental Awareness Spring Campaign Civitan Appreciation Month</i>	District conventions	
M A Y	New club officers report deadline May 1; Graduates report May 31 <i>Environmental Awareness Spring Campaign</i>	District conventions	International Hall of Fame Nominations due May 1
J U N	International Honor Club Award application due by June 1	District Junior Civitan chair assumes duties at the international convention	Convention and Training Academy; International awards due June 1; International Convention June 21-23, 2018 in Tupelo, MS

District Organizational Chart



Junior Civitan Club Building Program

A policy of both Junior Civitan International and Civitan International has been established to recognize Junior and senior Civitans for efforts in organizing and chartering new Junior Civitan clubs.

Two (2) individuals (Junior and/or Civitans) may be recognized as Junior Civitan Club Builders for each new Junior Civitan club chartered. One Junior Club Builder will receive an official insignia, at the expense of Civitan International. A second Club Builder insignia may be awarded, but it must be at the expense of the district or sponsoring club.

The program took effect on September 1, 1986. The two Junior Civitan Club Builders will be designated by the Junior Civitan district chair and the Junior Civitan governor. The program is available to any Junior or Civitan member in-good-standing. All Civitan Certified Club Builders (members who have built adult Civitan clubs) will receive an insignia for their Club Builder Blazer in addition to their first Junior Club Builder recognition.

The Junior Civitan Club Builder's insignia and certificate should be presented by the highest ranking Junior or senior International or district officer present at:

- New club's charter ceremonies, or
- District-wide meeting or convention of either the Civitans or Junior Civitans.

Suggested list of events at which a Junior Civitan Club Builder is urged to wear his or her Club Builder insignia:

1. All new club charter ceremonies (Civitan or Junior).
2. Any Civitan and Junior district-wide meetings, area meetings and conventions.
3. Certain specified functions of Civitan or Junior International Conventions.

Junior Civitan International provides a free New Club Building Kit upon request.



Junior Civitan International Programs and Projects

Fall Recruitment Campaign

During September, October, and November, members promote the organization and recruit new members through the Fall Recruitment Campaign. Your club should set up a recruitment and awareness campaign. Recruitment brochures and posters are available from World Headquarters.

Collection Selection

During November and December, clubs are encouraged to collect needed items for people in their communities. There are many ways to collect items and several local agencies which you may choose to benefit. If your club is unable to participate during international project months, collect goods at a convenient time for your club. Clubs reporting their participation to World Headquarters by March 1 will receive a banner patch for participating. A report form is included in this manual.

Sno-Do

Sno-Do is a fundraising event involving a snowmobile adventure! District governors and international officers are invited to participate. The event is held in January in Barrie, Ontario, Canada, and is sponsored by Canadian District West Junior and adult Civitans. Each year the Junior Civitan International board of directors selects a charity to benefit from this event. More than \$1.2 million has been raised over the years, benefiting various charities including Children's Hospitals of North America, International Summer Special Olympics and the Civitan International Research Center. Each club making a contribution to this project receives a Sno-Do contributor banner patch.

Dance-a-thon

This is a marathon dance fundraiser held in March in Myrtle Beach, South Carolina. It is sponsored by the South Carolina District and the Myrtle Beach Civitan club. Annually, the Junior Civitan International board selects a benefiting charity. More than \$1 million has been raised over the years for various charities including the International Summer Special Olympics, Children's Hospitals of North America and the Civitan International Research Center.

Any member of Junior Civitan may attend. Each participant solicits donations before the event. A minimum of \$500 over the cost of airfare must be received by international to qualify. The deadline for signing up is December 1. Support a member of your club to attend the Dance-a-thon.

Junior Fellows Fund

The Junior Fellows Fund is a recognition program benefiting the Civitan International Foundation scholarship program. Being named a Junior Fellow is a great honor. It is a special recognition for an outstanding individual who exhibits exceptional dedication to our organization. A guide to the Junior Fellows Fund is included in this manual.

Advisor Appreciation Month

During April, clubs are encouraged to do something special for their club's advisors. These special individuals dedicate many hours to Junior Civitan and deserve recognition. Show your appreciation!

Civitan Appreciation Month

Junior Civitans appreciate the support and dedication of sponsoring Civitan clubs and members. During April, members plan special programs and projects to recognize outstanding Civitans involved in the Junior program.

There are many ways to honor Civitan members. *Junior Civitan Insider* promotes this month in the December/January issue and provides great ideas for your club. Get to know and appreciate your sponsoring Civitan club!

Environmental Awareness Spring Campaign

Junior Civitans are also sensitive to the condition of the world around them and have devoted a campaign to projects for environmental awareness. This program is held in March, April, and May.

Social Causes Awareness Campaign

This campaign addresses social causes that have a national or global impact. Causes Junior Civitans advocate include teen violence, bullying, child abuse, AIDS/HIV and drug and alcohol abuse.

World Junior Civitan Day

World Junior Civitan Day collaborates every club's efforts on one celebrated day in the month of October. Every Junior Civitan club worldwide will perform a service project of their choice on the fourth Saturday of October.

Creed Club

The Creed Club recognizes members proclaiming the Junior Civitan Creed with pride. To become a member, you must recite the creed from memory to a club advisor or district Junior Civitan chair. A \$2 fee covers the cost of the specially designed lapel pin; however, there is no cost for the membership card.

The Complete Guide to the Civitan International Foundation Junior Fellows Fund

Q. *What is a Junior Civitan International Fellow?*

A. A Junior Fellow is any individual who contributes directly, or has contributed in his or her name, \$300 to the Civitan Shropshire Scholarship Fund.

Q. *What is a Junior Civitan International Research Center Fellow?*

A. A Junior Research Center Fellow is any individual who contributes directly, or has contributed in his or her name, \$600 to the Civitan Shropshire Scholarship Fund.

Q. *What happens then?*

A. The honoree is presented a special plaque signifying that he or she is a Junior Fellow or Junior Research Center Fellow. The information is also published in *Junior Civitan Insider* and is announced at the international convention.

Q. *Suppose we wanted to make the Junior Fellow recognition a surprise?*

A. That's no problem. If requested, the honoree will not be informed that a Fellow is being established in his or her name until an official announcement is made. The plaque can be presented at a club meeting, district convention or other appropriate occasion.

Q. *Suppose we collect more than \$300 or \$600. Will the extra money have to be returned to the contributors?*

A. No. These are minimum contributions. We encourage additional contributions in the name of the Fellow. There is no limit to the amount that may be given.

Q. *Does a Junior Fellow have to be a Junior Civitan member or hold a particular club, district or international office?*

A. No. Anyone may be honored as a Junior Fellow. The funds are used to create scholarships for deserving Civitans and Junior Civitans; it does not matter who the honoree is. The more money contributed, the more Civitans and Junior Civitans the Foundation can assist.

Q. *What can I do to help?*

A. Encourage clubs to participate in the program. Consider honoring one individual each year at your district convention. Perhaps there are past or current Junior governors, district Junior chairpersons, a devoted parent or Junior international officer who may be considered for the honor. Is there a long time club advisor, Civitan of the Year, outstanding club president, lieutenant governor or some other Civitan you'd like to honor? It shouldn't be hard to think of a few deserving individuals. A Fellow-in-Memorial is also an excellent tribute to that person's Civitan activities and a special gift for his or her family.

Q. *How do I start a Junior Fellow?*

A. Easy. Just complete the form and forward to the address below:

Civitan International Foundation
Junior Fellows Fund
P. O. Box 130744
Birmingham, Alabama 35213-0744

Civitan International Foundation Junior Fellow & Junior Research Center Fellow

Please accept the enclosed donation in honor of the individual listed below. It is my understanding this money will go into the Civitan Shropshire Scholarship Fund and the interest from that fund will be awarded annually to deserving Civitans and Junior Civitans in the form of graduate and undergraduate college scholarships. I realize it takes a minimum of \$300 to complete a Junior Fellow and \$600 to complete a Junior Research Center Fellow.

This donation is for a: Junior Fellow Junior Research Center Fellow

Amount enclosed: \$ _____

Name of individual to be honored: _____

From the _____ District. A Memorial Fellow? Yes No

Contact (name and telephone number): _____

Anticipated date of completion (if known): _____

Anticipated date of plaque presentation: _____

Send plaque to: _____

Street address: _____

City: _____

State/Province/Postal Code: _____

If the presentation is to be made at the Junior Civitan International Convention held annually during the summer months, it should be completed by May 31. For recognitions during the convention, please use the space below to provide information about the recipient.

Please send donation with this form to:
**Civitan International Foundation, Junior Fellow Program,
P. O. Box 130744, Birmingham, Alabama 35213-0744 U.S.A.**

Project Report Form

Use this form to report participation in international projects. All information can also be reported via E-mail to juniorcivitan@civitan.org

Junior Civitan Club _____

District _____



Collection Selection

Items Collected (canned food, clothes, books, etc.) _____

Number of items collected _____

Brief description of how items were collected and what charity or individual received them: _____



Fall Recruitment Campaign

Brief description of membership recruitment activities: _____



World Junior Civitan Day Project

Brief description of your club's project or activities in October: _____



Social Causes Awareness

Brief description of your club's project promoting or benefiting a social cause: _____



Environmental Awareness

Brief description of your club's project promoting or benefiting environmental awareness: _____



Civitan & Advisor Appreciation

Brief description of your club's project showing your appreciation for the members of your sponsoring club and/or your advisor _____

Send to: Junior Civitan International, P. O. Box 130744, Birmingham, AL 35213-0744
Fax: (205) 592-6307 • You may also email your information to juniorcivitan@civitan.org

Join THE CREED CLUB

Have you ever wondered what Junior Civitan is all about?

If you know The Junior Civitan Creed, you could answer this question. By becoming a member of the Creed Club, you can increase awareness of Junior Civitan and enhance your ability to tell others about the organization. It is not difficult to become a member of the Creed Club.

1. Memorize the 15 lines of the Creed.
2. Recite the Creed from memory to your club advisor or district chair.
3. Pay the \$2.00 membership fee to receive the lapel pin or just submit the form below without payment for a membership card.

The \$2.00 fee entitles you to a Creed Club lapel pin, but a membership card and lifetime enrollment without the pin are free -- all of which will be mailed from Junior Civitan International.

Some districts have created a Creed Club Award for the club that has the highest percentage of members enrolled. It is presented at the district convention.

So, if you could not answer that first question completely, join the Creed Club today and be the best Junior Civitan you can be!



Junior Civitan Creed Club Membership Form

ClubName _____
 District _____

Ship lapel pins and membership cards to:

Name _____
 Street Address _____
 City _____ State/Province _____ Postal Code _____
 Authorized signature _____
 Title _____ Club/District _____

New Creed Club Members:

Email to: Junior Civitan International - juniorcivitan@civitan.org

The Junior Civitan Creed

*I am a
 Junior Civitan;
 An aware citizen
 of today,
 The standing promise
 of tomorrow.*

*I seek to meet the
 needs of our world,
 To be progressive
 in a world of change,
 With compassion and
 understanding for
 The values and
 traditions of the past.*

*I value the
 security of knowing
 That wherever I am
 I will always
 be within reach
 Of a fellow Civitan.*

*I dedicate myself
 To society and
 to my fellow man
 With a commitment
 To make the world
 a better place.*

Guidelines for the Junior Civitan Insider

Tell Everyone About Your Great Club!

The Junior Civitan publication, *Junior Civitan Insider*, is an excellent line of communication for the organization. It is our way of "listening in" on the activities of individual members, clubs, and Civitan International. Contributing to *Junior Civitan Insider* helps to promote solidarity and reminds us that Junior Civitan exerts a global force.

Since it becomes a cooperative effort with articles and material furnished by individuals and clubs, it is necessary to establish a policy, so there will be uniformity and fairness in the handling of each detail of its publication.

Our goal is to make *Junior Civitan Insider* increasingly useful and interesting. Every effort will be made to produce a magazine of ideas for service, emphasizing at all times the high ideals and purposes of the organization. The magazine will, with your help, publicize the work Junior Civitan clubs are doing to better their schools and communities, thereby stimulating clubs to even greater pride of membership and achievement.

A specially designed form for *Junior Civitan Insider* articles can be found in the *Club Administrative Manual*.

Articles should be written and judged with this important thought in mind: *Would I be interested if this story was about the activities of some other club – one in which I have no personal interest?*

DO NOT WAIT FOR DEADLINES! When submitting articles about special holidays such as Christmas, Easter, etc., be prompt. Send them right after the event, since they become dated very soon after they occur.

Suggested items of general interest: stories about your club projects, service and fund raising; fellowship activities, including meetings to honor special guests, project winners, etc.; a brief resume of district and international club meetings; or ideas applicable and useful to other clubs.

In using club articles, emphasis will always be placed on articles dealing with club service to school and community. **Include plenty of details.** Give the complete name of your club -- never write just "Junior Civitan Club."

Name members who deserve recognition for making the project a success. Be sure to tell everything -- who, what, when, where, why and how the project was accomplished.

Pictures and articles should be emailed to juniorcivitan@civitan.org. Identify people in the picture and be sure to spell names correctly. When identifying people, always make the identification from left to right (as you look at the

picture).

Our graphic artist has a special request. Send pictures of smiling faces! Civitan should be something fun you do in addition to the service you provide. Let's show everyone just how much fun it can be!

Pictures should be action oriented -- not a bunch of club members lined up. Show smiling members working on projects: sorting items for the Collection Selection project or manning a booth in front of a grocery store, collecting money for Sno-Do or a walk-a-thon, bike-a-thon, etc. If you purchase a piece of equipment (wheelchair, computer, etc.), show a couple of members with it. Have one of them demonstrating its use.

Use pictures of members greeting each other, looking over papers, in conference around a table, planting shrubs, picking up litter, painting, etc. Use your imagination and only a few members for the best possible results in your photographs.

All materials should be sent to the Youth and Campus Department.

Email articles with pictures to:

juniorcivitan@civitan.org

This is **your** magazine. Take advantage of the ability to share with other Junior Civitans what your club has done. The following is an example of what information is needed to ensure a good article. This is only an example, the more information you send in, the better!

We're Not In Kansas Anymore **Junior Civitan Club**
Storybook District
Yellow Brick, Oz
Glenda North, **Project Chair** (555) 555-0000

WHAT: Our club held a car wash to raise money for our community.

WHY: To repair the damage that a tornado had caused.

WHERE: We held this fund raiser at the beginning of the Yellow Brick Road.

HOW MANY: We had 25 members participate in this project.

HOW LONG: We held the car wash for 4 hours on Saturday and for 5 hours on Sunday.

WHO BENEFITTED: Our club then donated all the funds collected to the people that had been stranded in our town, to help them get home.

Junior Civitan International Awards

The following awards will be presented annually at the Junior Civitan International Convention. Nominees from club categories must achieve recognition on the district level to submit for international competition. Application must be made with the official electronic nomination form and must be received by Junior Civitan International no later than June 1.

Junior Civitan International awards are judged by a panel of community and civic leaders with experience in various youth groups and projects. Judging will be held prior to the convention.

All judging will be based on the current year's activities only. **Individuals may compete in only one category.** All nomination packets received by mail must be standard 8 1/2 by 11 inch pages. Electronic nominations must be submitted with the official link.

Community Project of the Year*

This award recognizes the top three clubs with the single most outstanding community project during the year. Ongoing campaigns of multiple projects are not eligible. Two nominations may be submitted from each district or geographic area where a club exists. Nominations must be submitted by the district Junior Civitan chair. First, second, and third places will be awarded.

Campus Project of the Year*

This category honors the top three clubs with the single most outstanding campus project during the year. Ongoing campaigns of multiple projects are not eligible. Two nominations may be submitted from each district or geographic areas where a club exists. Nominations must be submitted by the district Junior Civitan chair. First, second, and third places will be awarded.

Environmental Project of the Year*

This award recognizes the top three clubs with the single most outstanding environmental project during the year. Ongoing campaigns of multiple projects are not eligible. Two nominations may be submitted from each district or geographic area where a club exists. Nominations must be submitted by the district Junior Civitan chair. First, second, and third places will be awarded.

Joint Project of the Year*

Awards are made by Junior Civitan International and Civitan International to a single Junior with a Civitan club which have conducted the top three most outstanding projects during the Junior Civitan fiscal year. An awards committee of Junior and senior Civitans should work together to prepare the nomination. **Two** nominations may be submitted from each district. All nominations must be submitted by the Junior Civitan and Civitan district governors. First, second, and third places will be awarded.

Note: Due to the large turnover in Junior Civitan members each year, this award will be judged and presented from July 1 to June 30 of each Junior Civitan fiscal year. Junior and senior Civitan club presidents in office at the time of the project will receive recognition at the time award winners are announced.

Ongoing Campaign of the Year*

This award recognizes the top three clubs with the most outstanding ongoing campaign during the year. Single projects are not eligible for this award. Any aspect of service or fundraising can be considered for the nomination including environmental, social causes, community, campus, joint projects, etc. Pictures, publicity received, letters of recommendation, etc. are encouraged. Two nominations may be submitted per district. Only the one, most outstanding campaign will be recognized.

Advisor of the Year**

The most outstanding advisor during the past year will be recognized with this award. This person may be a school faculty advisor or an advisor who is a representative appointed by the sponsoring Civitan club. Co-advisors may submit jointly and the nominee does not need to be a senior Civitan. Nomination must include a 250-word statement describing why the person deserves this recognition. Nominations must be submitted by the district Junior Civitan chair.

Club President of the Year**

The most outstanding club officer/president will be honored. The award will be based upon the individuals' leadership and ability to increase the club's involvement and achievement during the past year. A 250-word statement describing why the person deserves to be recognized must accompany the nomination. This statement may be written and submitted by the district Junior Civitan chair or by members of the nominating club. A club may submit a nomination for the president and/or most outstanding officer.

Club Officer of the Year**

The most outstanding club officer having shown to be worthy of this award by virtue of accomplishments throughout the year will be honored.

Junior Civitan of the Year**

An International Honor Key will be presented to the member who, having received nomination of their district, exemplify most the ideals of Junior Civitan. Participation in activities on all levels will be considered and information for only the current year should be included. No district may enter its Junior Civitan governor in the competition for the Civitan of the Year award and no international officer may be nominated. The recipient will also receive a \$1,000 scholarship.

Club of the Year*

This award recognizes the top three clubs which have proven to be outstanding through the organization of club projects, participation in district and international in general and through growth as a club numerically or internally. Two nominations may be made from each Junior Civitan district or geographic area where a Junior Civitan club exists. Nominations must be submitted by the district Junior Civitan chair. First, second, and third places will be awarded.

District Project of the Year

This award will recognize the top three districts conducting the most outstanding district-wide project during the year. Nominations must be submitted by the district Junior Civitan chair.

District Officer of the Year**

The most outstanding district officer having shown to be worthy of this award by virtue of accomplishments throughout the year will be honored.

District Chair of the Year**

The most outstanding district Junior Civitan chair who has shown to be worthy of this award by virtue of the past year's activities will be honored. Co-chairs may submit jointly.

Judging criteria: district progress and activities-35%; international activities-20%; leadership and initiative-35%; neatness and presentation-10%.

Governor of the Year**

The most outstanding Junior governor who has shown to be worthy of this award by virtue of outstanding accomplishments throughout the year will be recognized. Letters of recommendation, pictures, awards, etc. may be included. The recipient will also receive a \$1,000 scholarship.

District of the Year

This award will recognize the top three districts which have proven to be outstanding through the organization of district projects, participation in Junior Civitan International in general and growth as a district internally and numerically. Pictures, publicity and description of activities may be included.

Distinguished Governor and Distinguished Governor of Excellence

Any governor attaining 350 points on the Distinguished Governor application is designated as a Distinguished Governor. A governor who attains 425 points on the Distinguished Governor application is designated as a Distinguished Governor of Excellence. Each individual achieving Distinguished Governor of Excellence status will have his or her name appear on the plaque currently displayed in the World Headquarters building in recognition of these outstanding individuals.

Honor District and Honor District of Distinction Honor District of Excellence

Each district will be eligible for the Honor District and Honor District of Distinction awards by achieving the criteria outlined in the application.

Honor Club and Honor Club of Distinction

Each club is eligible for an Honor Club or Honor Club of Distinction by meeting the criteria outlined in the nomination form published on the website or in this manual. All Honor Clubs and Honor Clubs of Distinction will be recognized at the annual international convention. There is no limit on the number of clubs recognized per district.

Growth Awards

1. District chartering the most new clubs;
2. District with the largest numerical membership increase;
3. District with the largest percentage membership increase.

Foundation Awards

1. District with the largest overall contribution;
2. District with the largest per capita contribution;
3. Club with the largest overall contribution;
4. Club with the largest per capita contribution.

* District may submit two nominations for an international award in these categories only.

** Judging for these categories will emphasize activities of the current fiscal year.

2017-18 Junior Civitan Club Officers

This report can also be found at www.juniorcivitan.org under the literature section and can be completed and emailed to juniorcivitan@civitan.org.

Name of District _____ Sponsoring Club _____
Name of Junior Civitan Club _____
Name of School (if affiliated) _____ Telephone Number (____) ____ - ____
Street Address _____
City _____ State/Province _____ Postal Code _____

Club Contact Address - Check One: School Advisor's Home

President _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Vice President _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Secretary _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Treasurer _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

PR Coordinator _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Advisor _____ Work Telephone _____ - _____
Address _____ Home Telephone _____ - _____
City _____ State/Province _____ Postal Code _____
Email _____

Sponsoring Club Chair _____ Work Telephone _____ - _____
Address _____ Home Telephone _____ - _____
City _____ State/Province _____ Postal Code _____
Email _____

**The sponsoring club chair is a Civitan appointed by the incoming president of your sponsoring club. Contact your sponsoring club for this information.*

Email a copy of this form to:

1. **Junior Civitan International**
juniorcivitan@civitan.org
2. **Junior Civitan District Governor**
3. **Junior Civitan District Chair**
4. **Junior Civitan District Lieutenant Governor**
5. **Sponsoring Civitan Club President**

Names and addresses of district governors and chairs can be found at the end of this manual.
www.juniorcivitan.org

This Report is Due the 10th of each month, August - May

Junior Civitan Insider

*This report can also be found at www.juniorcivitan.org under the literature section and can be emailed to juniorcivitan@civitan.org.
All information can also be reported via an email message.*

Junior Civitan Insider is the voice of Junior Civitan. The magazine is published electronically two times a year and reaches nearly 11,000 JuniorCivitan. The magazine features club news in each issue, and we would like to include your club's activities. It is not necessary to be a great writer or even submit the information in article form. Simply provide details of the following: who participated in the event, when and where did it take place, why did the club choose to hold or take part in the event and how did the club participate. Please review the guidelines for *Junior Civitan Insider* in this manual.

Junior Civitan Insider is always looking for good pictures of smiling Junior Civitans doing what they do best... helping people! Email lots of pictures that are in sharp focus and include detailed information about pictures.

Always provide the name and telephone number of a contact who can provide additional information, if needed.

Name of Club _____ District _____

City _____ State/Province _____

Contact person if editor has questions: _____ Email of contact person: _____

Telephone numbers of contact person: Area Code (____) Day: ____ - _____

Email to: Junior Civitan International - juniorcivitan@civitan.org

Write your article below!

Junior Civitan Club
Activities Report

All information should be printed. Give as much information as possible on each report. Hopefully, you will be able to fill out each section of the report. Refer to the back of this manual for the addresses of your district Junior Civitan governor and chair.

Name of Club _____ District _____

Name of President _____

Name of Advisor _____

Part I: Club Meetings

Date	No. in Club	No. Present		Date	No. in Club	No. Present

PART II: Visitations

1. Has a lieutenant governor been in contact with your club since last report?
 Yes No
2. Have any of your club members visited a meeting or project of your sponsoring Civitan club since last report?
 Yes No
3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?
 Yes No

Part III: Club Activities

1. School service projects since last report (list separately and give details):

(over)

2. Community service projects since last report. (list separately and give details)

3. Any special meetings or interesting programs held since last report. (give details)

4. Fund raising projects since last report. (give details and amount raised in each)

5. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)

6. Any honor received by members of your club. (give details including any media coverage received)

7. Is your club making plans for a recruitment and awareness campaign during Fall Recruitment Campaign? Yes No Please explain.

8. Is your club making plans for a collection drive during Collection Selection months of November or December? Yes No Please explain.

9. Is your club experiencing any problems? Yes No If yes, please explain.

Date _____

_____ *(secretary signature)*

_____ *(president signature)*

Email a copy of this form to::

1. Junior Civitan District Chair
2. Junior Civitan District Governor
3. Junior Civitan District Lieutenant Governor
4. Sponsoring Civitan Club President
5. Keep for your file

Names and addresses of Junior Civitan governors and chairs can be found at the end of the manual.

Junior Civitan Club
Activities Report

All information should be printed. Give as much information as possible on each report. Hopefully, you will be able to fill out each section of the report. Refer to the back of this manual for the addresses of your district Junior Civitan governor and chair.

Name of Club _____ District _____

Name of President _____

Name of Advisor _____

Part I: Club Meetings (since last report)

Date	No. in Club	No. Present		Date	No. in Club	No. Present

PART II: Visitations

1. Has a lieutenant governor been in contact with your club since last report?
 Yes No
2. Have any of your club members visited a meeting or project of your sponsoring Civitan club since last report?
 Yes No
3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?
 Yes No

Part III: Club Activities

1. School service projects since last report. (list separately and give details)

(over)

2. Community service projects since last report (list separately and give details)

3. Any special meetings or interesting programs held since last report. (give details)

4. Fundraising projects since last report. (give details and amount raised in each)

5. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)

6. Any honor received by members of your club. (give details including any media coverage received)

7. Has your club received dues payment information from Junior Civitan International?
 Yes No **If no, contact Junior Civitan International immediately!**

8. Is your club experiencing any problems? Yes No If yes, please explain.

Date _____

_____ (secretary signature)

_____ (president signature)

Email a copy of this form to::

1. Junior Civitan District Chair
2. Junior Civitan District Governor
3. Junior Civitan District Lieutenant Governor
4. Sponsoring Civitan Club President
5. Keep for your file

Names and addresses of Junior Civitan governors and chairs can be found at the end of the manual.

Junior Civitan Club
Activities Report

All information should be printed. Give as much information as possible on each report. Hopefully, you will be able to fill out each section of the report. Refer to the back of this manual for the addresses of your district Junior Civitan governor and chair.

Name of Club _____ District _____

Name of President _____

Name of Advisor _____

Part I: Club Meetings (since last report)

Date	No. in Club	No. Present		Date	No. in Club	No. Present

PART II: Visitations

1. Has a lieutenant governor been in contact with your club since last report?
 Yes No
2. Have any of your club members visited a meeting or project of your sponsoring Civitan club since last report?
 Yes No
3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?
 Yes No

Part III: Club Activities

1. School service projects since last report. (list separately and give details)

(over)

2. Community service projects since last report. (list separately and give details)

3. Any special meetings or interesting programs held since last report. (give details)

4. Fundraising projects since last report. (give details and amount raised in each)

5. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)

6. Any honor received by members of your club. (give details including any media coverage received)

7. Is your club planning a joint event with your sponsoring club for Civitan Appreciation Month?
 Yes No If yes, please explain.

8. Is your club experiencing any problems? Yes No If yes, please explain.

Date _____

_____ (secretary signature)

_____ (president signature)

Email a copy of this form to::

1. Junior Civitan District Chair
2. Junior Civitan District Governor
3. Junior Civitan District Lieutenant Governor
4. Sponsoring Civitan Club President
5. Keep for your file

Names and addresses of Junior Civitan governors and chairs can be found at the end of the manual.

Junior Civitan Club Activities Report

All information should be printed. Give as much information as possible on each report. Hopefully, you will be able to fill out each section of the report. Refer to the back of this manual for the addresses of your district Junior Civitan governor and chairperson.

Name of Club _____ District _____

Name of President _____

Name of Advisor _____

Part I: Club Meetings (since last report)

Date	No. in Club	No. Present		Date	No. in Club	No. Present

PART II: Visitations

1. Has a lieutenant governor been in contact with your club since last report?
 Yes No

2. Have any of your club members visited a meeting or project of your sponsoring Civitan club since last report?
 Yes No

3. Have any members of your sponsoring Civitan club been to any of your club meetings or projects since last report?
 Yes No

Part III: Club Activities

1. School service projects since last report. (list separately and give details)

(over)

2. Community service projects since last report (list separately and give details)

3. Any special meetings or interesting programs held since last report? (give details)

4. Fundraising projects since last report. (give details and amount raised in each)

5. Assistance given to sponsoring Civitan club in its service projects or activities. (give details)

6. Any honor received by members of your club. (give details including any media coverage received)

7. Is your club planning an event or occasion for Advisor Appreciation Month?
 Yes No If yes, please explain.

8. Is your club planning an environmental event for Environmental Awareness Spring Campaign?
 Yes No If yes, please explain.

9. Is your club experiencing any problems? Yes No If yes, please explain.

Date _____

_____ (secretary signature)

_____ (president signature)

Email a copy of this form to:

1. Junior Civitan District Chair
2. Junior Civitan District Governor
3. Junior Civitan District Lieutenant Governor
4. Sponsoring Civitan Club President
5. Keep for your file

Names and addresses of Junior Civitan governors and chairs can be found at the end of the manual.

2018-19 Junior Civitan Club Officers

This report can also be found at www.juniorcivitan.org under the literature section and can be emailed to juniorcivitan@civitan.org.

Name of District _____ Sponsoring Club _____
Name of Junior Civitan Club _____
Name of School (if affiliated) _____ Telephone Number (____) ____ - ____
Street Address _____
City _____ State/Province _____ Postal Code _____

Club Contact Address - Check One: School Advisor's Home

President _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Vice President _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Secretary _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Treasurer _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

PR Coordinator _____ Telephone Number _____ - _____
Address _____ Grade _____
City _____ State/Province _____ Postal Code _____
Email _____ Age _____

Advisor _____ Work Telephone _____ - _____
Address _____ Home Telephone _____ - _____
City _____ State/Province _____ Postal Code _____
Email _____

Sponsoring Club Chair _____ Work Telephone _____ - _____
Address _____ Home Telephone _____ - _____
City _____ State/Province _____ Postal Code _____
Email _____

** The sponsoring club chair is a Civitan appointed by the incoming president of your sponsoring club. Contact your sponsoring club for this information.*

- Photocopy this form and send to:
1. Junior Civitan International
P. O. Box 130744, Birmingham, Alabama 35213-0744
 2. Junior Civitan District Governor
 3. Junior Civitan District Chair
 4. Junior Civitan District Lieutenant Governor
 5. Sponsoring Civitan Club President

Names and addresses of governors and chairpersons can be found at the end of this manual.

Graduating Junior Civitan Members

Please list all Junior Civitan members who will graduate this year, the home address for each, the college he/she plans to attend in the fall and any Junior Civitan office he or she held. Please make copies of this form as needed.

Please complete and email by May 15 to:

Junior Civitan International
juniorcivitan@civitan.org.

Please type or print.

Junior Civitan Club: _____

Mailing address for club: _____

Club Advisor: _____ Phone: _____

Name, Home Address with Postal Code and email address	College	Office in Junior Civitan

Honor Club and Honor Club of Distinction Nomination Form



General Instructions: Please read carefully.

Please print or type legibly. 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 the date of your district convention. Send the completed nomination form to the district Junior Civitan chairperson no later than the date of the district convention. After approval and signature, the district chairperson will send the completed form to: Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744, 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 senior club: Date: _____ Juniors present: _____ Senior Civitans present: _____

Concise Description of Activity: _____

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

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

1. Date: _____ Number of Juniors present: _____

2. Date: _____ Number of Juniors present: _____

3. Date: _____ Number of Juniors present: _____

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

1. Date: _____ Number of Seniors present: _____

2. Date: _____ Number of Seniors present: _____

3. Date: _____ Number of Seniors present: _____

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

1. Name of Project: _____ Date: _____

Number of Juniors: _____ Number of seniors: _____ Concise Description of Project: _____

2. Name of Project: _____ Date: _____

Number of Juniors: _____ Number of seniors: _____ 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 Training, Meetings and Projects

Club Officers trained by district (25 points)

Date: _____ Location: _____

Participation in District 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: _____

Location: _____

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

Signature, Junior Club President

Signature, Junior Club Advisor

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

_____ / _____

**Honor Club of Distinction on
Page 4**

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 600 points in this section. **Items A and B are mandatory.**

A. Net gain in membership or maintain membership total from previous year with 100% of members enrolled in the Creed Club. - Mandatory (100 points)

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 (100 points)

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 must be Creed Club members (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: _____



Hall of Fame

Nomination Form



Name of Nominee: _____

Nominee's District: _____

Year in which Nominee first worked with Junior Civitan: _____

Nomination submitted by (Junior Civitan's Name): _____

Junior Civitan Club and District: _____

Mailing Address: _____

City, State/Province, Postal Code: _____

Signature: _____

Please indicate if letters of endorsement are attached: Yes No

Submit Two (2) Copies of the Application and Each Supporting Item

Application Procedures

1. Complete the application and type all information. Consider each as a history of Junior Civitan involvement of the individual nominee. All information must be presented within these pages.
2. Confer with nominee, if necessary, to ascertain all of the pertinent information.
3. Short, candid, succinct recommendations, in letter form, from influential, knowledgeable Junior Civitans and Civitans who have worked with the nominee are recommended, especially those from Junior Civitans. These should be attached to the application rather than submitted separately.
4. Two copies of the application and supporting documents must be submitted to the Director of Youth Development, Junior Civitan International, P. O. Box 130744, Birmingham, AL 35213-0744.

Criteria

The Junior Civitan International Hall of Fame is the most prestigious award presented to an adult by Junior Civitan International. Induction into the Hall of Fame is given in recognition of outstanding voluntary service to Junior Civitan by an adult.

The criteria for the Hall of Fame includes outstanding voluntary service to Junior Civitan as follows:

- A. Service to Junior Civitan International major emphasis projects, meetings, conventions, and committees
- B. Service in the formation of new Junior Civitan clubs
- C. Service to Junior Civitan through the significant increase in membership of a club or a group of clubs
- D. Unusual service to Junior Civitan in the creation and formation of club and district projects, or in the development of procedures greatly affecting the growth of the organization
- E. Service through significant activities relative to Junior Civitan at the club or district level including serving as a chairperson, advisor, committee chairperson, committee member or other club or district office.

Induction into the Junior Civitan International Hall of Fame requires a minimum of five years dedicated service to Junior Civitan. Services to Junior Civitan for which the nominee has received payment or remuneration cannot be considered since the award is intended to be in recognition of strictly volunteer efforts.

Junior Civitan International Policy #302

Junior Civitan International Hall of Fame ***Revised 1/01***

It shall be the policy of Junior Civitan International to maintain a “Junior Civitan International Hall of Fame” recognizing adult volunteers for dedication to the Junior Civitan program. This recognition will be the highest honor bestowed upon adult volunteers.

Nominations must be made by a Junior Civitan, Junior club, or Junior district and must be prepared by current Junior Civitan members. Nominations are not limited to those currently serving the Junior Civitan program. Each nominee must have dedicated a minimum five (5) years of service either currently or in the past to the Junior Civitan program. Civitan involvement on the senior level will not be considered in selection of recipients. No recipient may be a current Junior Civitan. There will be up to but not more than two (2) inductees into the “Junior Civitan International Hall of Fame” per fiscal year. All nominations must be received by Civitan International by May 1 of said Junior Civitan fiscal year.

All nominations which do not receive recognition will remain eligible for entry into the Hall of Fame for the following two years. It is suggested, however, that nominations be revised annually. After two years the nomination must be submitted again for consideration by the judging committee.

The Junior Civitan International President in consultation with the Junior Civitan International Honor Key Committee (see policy #301), will select a secret committee of three (3) judges. It is up to the discretion of the Hall of Fame Judging Committee to determine if any nominations are eligible for recognition.

Junior Civitan International will maintain a plaque listing the name, district, and year of selected recipients. Each inductee of the Junior Civitan International Hall of Fame will be recognized at the annual Junior Civitan International Convention and the annual Civitan International Convention. Also, each inductee will receive a recognition plaque and special “Junior Civitan International Hall of Fame” lapel pin.

A nomination form with rules and regulations can be obtained from the Civitan International Staff Director of Youth Development by sending a letter of request.

Junior Civitan Club Constitution

Each club should outline its own constitution. The following is only an example for your club to use as a guide. **Do not copy this!** Adapt the information to fit your club. This information is available in a Word document and can be received upon request from Junior Civitan International. If your club already has a Constitution, you may want to update it every year or so to meet the needs of your club.

ANYTOWN JUNIOR CIVITAN CLUB SAMPLE CONSTITUTION

ARTICLE I - NAME

The name of this club shall be the Anytown Junior Civitan Club of the Anywhere District, operating under charter granted by Civitan International and initiated by the Anytown Civitan Club of City, State.

ARTICLE II - PURPOSE

The purpose of this club shall be to encourage young people to value and advance good citizenship through service to the community and school.

ARTICLE III - MEMBERSHIP

SECTION 1 - Each member of the Anytown Junior Civitan Club must be enrolled as a full-time student at Anytown school.

SECTION-2 - Each member must be approved by the major officers within the Anytown Junior Civitan Club and members are selected on a yearly basis at the beginning of school based on objective requirements set by the officers and advisor.

SECTION 3 - Members are required to participate in the Anytown Junior Civitan Club to the best of their ability and to follow the qualifications written within the constitution.

SECTION 4 - Each member must maintain an overall C average in academic classes. If a member falls below this requirement, he or she will have one academic period to bring his or her grades up to this requirement. Exceptions will be decided by the advisor and the principal. If a member breaks the Code of Conduct as established by Anywhere School County Board of Education, membership will be terminated.

ARTICLE IV - DURATION OF MEMBERSHIP

SECTION 1 - Any member of this club may continue their membership until graduation providing that they follow the guidelines of the constitution.

SECTION 2 - Members who do not participate, attend or conduct themselves in a manner that upholds the expectations in the constitution and/or neglect to pay dues or fees may have their membership terminated.

ARTICLE V - OFFICERS

The governing body of the club shall be the board of directors. The decisions of the board in all club matters will be final, subject only to an appeal to the club. If a member appeals his or her case before the club, a majority of two-thirds vote can override the decision of the board.

SECTION 1: PRESIDENT - A candidate for the office of president must be a rising ___ grader. The president shall preside over all meetings, and appoint chaplain and sergeant of arms. The president shall select committees and call additional meetings when necessary, and perform other duties associated with the office.

SECTION 2: VICE PRESIDENT - A candidate for the office of vice president must be a rising ___ grader. The vice president must assume the duties of the president in his or her absence, and assume the duties generally associated with the office and as directed by the president.

SECTION 3: SECRETARY - A candidate for the office of secretary must be a rising ___ or ___ grader. The secretary shall take attendance, record and report minutes, maintain hour sheets, complete activity reports, take care of all Junior Civitan correspondence outside of the club, and assume duties corresponding generally associated with the office.

SECTION 4: PUBLIC RELATIONS COORDINATOR - A candidate for the office of public relations coordinator (PRC) may be a rising ___ grader. The PRC shall advertise all Civitan activities in newspapers, television and radio. He or she is responsible for announcing all school related projects by means of posters and announcements. The PRC is also responsible for maintaining the Civitan bulletin board and will mail Junior Civitan Insider Reports and assume duties generally associated with the office.

SECTION 5: DIRECTORS - There shall be three director positions: one representing the ___ grade class, one representing the ___ grade class and one representing the ___ grade class. Duties of directors will vary upon requirements of the club and as directed by the president.

SECTION 6: ELECTIONS AND APPOINTMENTS - The president, vice president, secretary, public relations coordinator and directors shall be elected by the entire club during April or May for the following school year. Following the election of the officers, a sergeant-at-arms and the chaplain shall be appointed by the president. The duties of these appointed officers shall be defined by the president.

SECTION 7: ADVISOR - The advisor must be appointed by the principal or administrator. The advisor must make sure all projects are acceptable, be present at all meetings and projects, advise the president, board and members of the club. He or she must also be responsible for the financial records of the club and assume other duties associated with the position.

ARTICLE VII - MEETINGS

SECTION 1 - The Anytown Junior Civitans shall meet twice a month. Any exceptions to the bimonthly meetings will be made by the president.

SECTION 2 - The officers shall meet once a week in addition to the regular club meetings to plan upcoming business and meetings.

SECTION 3 - Extra meetings may be called by the president when deemed necessary.

ARTICLE VII - ABSENCES

SECTION 1 - Four absences per semester are permitted. Excused absences are death in the family, sickness, school-related and infrequent prearranged situations which needs to be cleared with an officer prior to the meeting.

All members will submit to the secretary an excuse concerning an absence at a meeting or project prior to the next meeting. All excuses are subject to verification. After the third absence, a conference will be arranged between the member and the officers.

SECTION 2 - If any member is ten minutes late to a project or meeting, he or she will be considered tardy. Two tardies will result in an absence.

ARTICLE VIII - REVENUE

SECTION 1 - Each member shall pay dues annually. Dues are required to help finance the club. Membership will be terminated if dues are not paid.

SECTION 2 - When special projects arise, volunteers shall pay expenses if needed.

SECTION 3 - All other requirements such as permission slips must be turned in on time to the club or the member will not participate in the activity and an absence will be recorded.

ARTICLE IX - BEHAVIOR

Meetings shall be conducted in an orderly and business-like manner. If a member's behavior is disruptive, he or she will be asked to leave the meeting and his or her absence will be recorded. *Robert's Rules Of Order* will be in affect when deemed necessary.

ARTICLE X - BYLAWS

The bylaws of this club shall not be inconsistent with the constitution and bylaws of Junior Civitan International nor the Anywhere Junior Civitan District, but may be adopted or amended at any regular meeting of the club as provided in the bylaws.

ARTICLE XI - AMENDMENTS

This constitution may be amended by a two-thirds vote of the club.

Adopted the ___ day of _____, 200__.

Items to be considered for the bylaws are:

Method of voting
Method of electing officers
Committees
Duties of committees

Resolutions and subscriptions
Surrender of charter
Rules of Order
Amendments

Change of Address Notice

Use the following forms to notify Junior Civitan International of any changes in contact information for your club officers and advisor. To insure continual contact between your club and the World Headquarters, be sure to notify us immediately of any changes.

Be sure to complete these forms neatly with all necessary information. Make sure that you indicate the full name of your club and district. Without this information, we cannot guarantee proper and immediate processing of changes. Please cut and mail this form as needed.

Email changes to: Junior Civitan International - juniorcivitan@civitan.org

Junior Civitan Club Officer or Advisor Contact Information Correction

Please print or type

Club _____ District _____

Officer Name _____ Office held _____

Correct Contact Information is:

Street Address _____ Telephone (____) _____ - _____

City _____ State/Province _____ Postal Code _____

Email: _____

Junior Civitan Club Officer or Advisor Contact Information Correction

Please print or type

Club _____ District _____

Officer Name _____ Office held _____

Correct Contact Information is:

Street Address _____ Telephone (____) _____ - _____

City _____ State/Province _____ Postal Code _____

Email: _____

Junior Civitan Club Officer or Advisor Contact Information Correction

Please print or type

Club _____ District _____

Officer Name _____ Office held _____

Correct Contact Information is:

Street Address _____ Telephone (____) _____ - _____

City _____ State/Province _____ Postal Code _____

Email: _____

