



# Civitan International Honor Club Application

**Deadline  
DECEMBER 1**

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

Instructions: To complete this application in Adobe PDF form-fill, save a copy to your computer, complete your entries and save your completed application. Email as an attachment to [awards@civitan.org](mailto:awards@civitan.org). If you wish to complete a hand-written form, print and mail your completed application to the address indicated below.

Club Name: \_\_\_\_\_  
District Name: \_\_\_\_\_  
District Number: \_\_\_\_\_ Club Number: \_\_\_\_\_  
Club President's Name (for award year): \_\_\_\_\_  
Application Completed by: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Award Year: \_\_\_\_\_

### Membership Increase

Beginning membership October 1: \_\_\_\_\_

Ending membership September 30: \_\_\_\_\_

Increase in Membership: \_\_\_\_\_

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

- Honor Club:**  
*Net increase of 1 to 5 members*
- Honor Club of Excellence:**  
*Net increase of 6 to 14 members*
- Honor Club of Distinction (select 1 option - required):**
  - Net increase of 15 or more members*
  - Achieved net increase AND sponsored a new Junior, Campus or adult Civitan club*
  - Sponsored club achieves Honor Club recognition in first full year of existence*
  - Sponsored club achieves Honor Club recognition in second full year of existence*

### Club Building:

- Charter/Sponsor a new Civitan club** Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_
- Charter/Sponsor a new Campus Civitan club:** Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_
- Charter/Sponsor a new Junior Civitan club:** Name of new club \_\_\_\_\_ Charter Date: \_\_\_\_\_

## CATEGORY 1: Club Recruitment and Retention (Minimum of 5 items required)

**Club Recruitment/Retention Activities** (Club recruitment and retention is important to the longevity of the Civitan club):

- 1. Held at least two recruitment meetings
- 2. Held ongoing New Member Orientation program
- 3. At least one member qualified as Member Sponsorship Team (MST) \*
- 4. At least one member qualified as Distinguished Sponsorship Team (DST) \*
- 5. Guests introduced during meetings
- 6. Follow-up letter or club bulletin/newsletter sent to guests
- 7. Club successfully retained 85% or more, of the members listed on the International roster at the beginning of the Civitan year (October 1)
- 8. Achieved member additions equaling 20% of the total members at the beginning of the Civitan year (October 1)
- 9. Achieved Golden Circle Status during the year or maintained status at year end
- 10. At least one member sponsors his or her first Civitan member and receives a "First Member Pin" (Sponsor-a-Member program) \*

\* For more information: <http://civitan.org/member-resource-center/recruitment-club-building/sponsorship-awards/>

## CATEGORY 2: Service and Fundraising Projects (Minimum of 9 projects required, No. 11 may count up to 3)

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

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

Email to [awards@civitan.org](mailto:awards@civitan.org) or mail to Civitan International Honor Club • P. O. Box 130744, Birmingham, AL 35213-0744 USA

**CATEGORY 3: Knowledge, Fellowship and Club Administration**

**Knowledge – Sections A and B** (Minimum of 8 items required)

A. Speaker or Program: Description of speakers and/or club education program and the title or topic featured at club meetings:

- 1. Club Education Program/Topic:
2. Club Education Program/Topic:
3. Speaker/Topic:
4. Speaker/Topic:
5. Speaker/Topic:
6. Speaker/Topic:
7. Speaker/Topic:
8. Speaker/Topic:
9. Civitan Awareness (April):
10. Clergy Appreciation Program (February):

B. District/International Educational Programs: Description of meeting/seminars attended outside of regular club meetings, i.e. international seminars, international convention, district convention, district-wide meetings, area meetings, district leadership meetings, Civitan computer based education. (Required officer training is not included)

- 11. Date of Meeting Attended:
12. Date of Meeting Attended:
13. Date of Meeting Attended:
14. Date of Meeting Attended:

**Fellowship** (Minimum of 6 items required)

- 1. Fellowship time before/after meeting
2. Visits to other clubs
3. Greeting Cards sent to members (mail or email)
4. Celebrate Club/Member Anniversary
5. Social Activities: Picnic/Cookout, Game Night, Bowling, Golf/Putting, Progressive Dinner
6. Additional Social Activities: a, b, c, d

**Club Administration/Marketing/Recognition** (Minimum of 8 items required)

**Club Administration**

- 1. Club had active Board of Directors
2. Bulletin/newsletter published regularly
3. Committee chairpersons appointed
4. Printed agendas distributed at meetings
5. Membership roster published by club
6. Club-adopted operating budget
7. Banner displayed at meetings
8. Bell and gavel used at club meetings
10. Maintained club web site (updated quarterly at a minimum)
Web address (if applicable):
11. One online social media platform used
12. Articles in local or regional newspaper or magazine and/or PSA's (TV or Radio)
13. Billboards placed

**Awards/Recognition**

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

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

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

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