

**International
Recognition and Giving
Programs
For
North American
Individual Members,
Clubs and Districts**

Information Guide



North American Awards Program

The efforts of individual Civitans and clubs to reach standards of excellence are truly impressive. Many clubs and individuals are recognized within their own communities and districts for their outstanding efforts in service.

Another source of recognition that every Civitan member, club and district should pursue is the honor of being named a recipient in a Civitan International Recognition Program. The program is specifically designed to provide recognition for achievement in the areas of service, knowledge and leadership as well as other areas of contribution to Civitan.

There are two primary areas of the awards program: achievement recognition for clubs, individuals and districts; and a competitive awards program that recognizes excellence in various aspects of Civitan programs and projects. This summary is designed to provide general information about club, individual and district awards. Some programs are also available to international participants, which are noted with an astrick (*). Specifics may be found at www.civitan.org.

Achievement Awards for Clubs

Honor Club *

Recognition is based on achievements in the areas of service, knowledge, fellowship, club management and participation in charitable programs. Official application is to be submitted by the December 1 deadline, and club must be in good standing with Civitan International for consideration. Banner patch awards will be presented by the district governor of award year.

<http://www.civitan.org/honorclub.pdf>

Judging Criteria:

- Club Recruitment and Retention - 5 items required
- Service and Fundraising Projects - 9 projects required
- Knowledge, Fellowship and Club Administration
 - Knowledge – 8 items required
 - Fellowship - 6 items required
 - Club Administration/Marketing/ Recognition - 8 items required
- Charitable Support Activities - 3 programs required

Honor Club of Excellence *

A club is eligible for recognition by fulfilling all Honor Club application requirements and achieving a net membership increase of 6 to 14 members.

Honor Club of Distinction *

A club is eligible for recognition by fulfilling all Honor Club application requirements and achieving a net membership increase of 15 or by sponsoring a new Civitan club, Campus Civitan club, or Junior Civitan club.

New Club Building *

A Civitan club sponsoring or co-sponsoring a new Civitan club, Campus Civitan club or Junior Civitan club will be recognized with a sponsorship banner patch.

Golden Circle Award

A Civitan club ending the year with a minimum of 30 members is recognized with a banner patch.

Recruitment Award

A Civitan club conducting a Membership Recruitment Meeting and adding a minimum of three new members because of that meeting will be recognized with a banner patch. Form required to receive a patch.

Top Recruitment

The top three clubs adding the most new members overall is recognized annually. Additionally, the top three clubs with the highest percentage of new members are also recognized.

Longevity

A Civitan club in existence for 25, 50 and 75 years is recognized in those years by Civitan International with a banner patch. In addition, clubs are recognized with a certificate at 25, 50 and every fifth year following (55 years, 60 years, etc.)

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Competitive Awards for Clubs

Dr. Courtney W. Shropshire Outstanding Club

<http://www.civitan.org/OutstandingClub.pdf>

Applicants for the Outstanding Club award should note that judging criteria parallel that of the Honor Club award. However, the club chosen as the most outstanding in the organization should include activities of a comprehensive year of work, while at the same time showing how the club served the needs of both the community and its members.

Judging Criteria:

Community Service	50%
Knowledge	10%
Fellowship	10%
Management.....	10%
Membership.....	10%
Charitable Activities	10%

Outstanding New Club

<http://www.civitan.org/Outstanding-New-Club.pdf>

From among the Outstanding New Club Award applications, one club will be chosen as the best. The club chosen will have included activities of a comprehensive year of work, while at the same time showing how the club served the needs of both the community and its members.

Judging Criteria:

Community Service	35%
Civitan Projects	15%
Membership.....	15%
Awareness.....	10%
Meetings	10%
Fellowship	10%
Management.....	5%

Outstanding Civitan Awareness Project

<http://www.civitan.org/CivitanAwareness.pdf>

This award is based on a single promotional project or promotion and publicity from a single event that generates favorable publicity for the sponsoring club or the Civitan name. The following projects and events are applicable:

- Event Promotion
- Public Service Announcements (PSAs)
- Community Ambassadorship
- Trade Show Exhibit – Event Sponsor

Outstanding Service to People with Disabilities

<http://www.civitan.org/Service-Disabilities.pdf>

This award is based a single project and is presented to the club which has provided the most outstanding service in any area of work to people with mental or physical disabilities. Ongoing yearly campaigns and multiple projects will be disqualified.

Judging Criteria:

Results/Benefits: Impact on community or those being served	60%
Member Participation: level and involvement of club members	25%
Publicity derived or community acknowledgement of activity	15%

Outstanding Community Project

<http://www.civitan.org/CommunityProject.pdf>

This award recognizes the club having rendered outstanding service to the community through a single service project. Ongoing yearly campaigns and multiple projects will be disqualified.

Judging Criteria:

Results/Benefits: Impact on community or those being served	60%
Member Participation: level and involvement of club members.....	25%
Publicity derived or community acknowledgement of activity	15%

Outstanding Youth Project

<http://www.civitan.org/Youth-Project.pdf>

This award is based on a single project and is presented to the club which renders the most outstanding service in any area of youth work.

Judging Criteria:

Results/Benefits: Impact on community or those being served	60%
Member Participation: level and involvement of club members.....	25%
Publicity derived or community acknowledgement of activity	15%

Outstanding Club Newsletter

<http://www.civitan.org/Newsletter-Club.pdf>

This application must be accompanied by a copy of the best four published issues for the awards year. Award applications are to be submitted individually.

Judging Criteria:

Newsworthy content	60%
Contribution to Programs ..	10%
Timeliness	10%
Readability	10%
Format.....	5%
Attractiveness	5%

Outstanding Club Website

<http://www.civitan.org/Website-Club.pdf>

This application must be completed by printed pages, or a disk containing screen shots of your website for the award year.

Judging Criteria:

Welcome, Visitor Information	20%
Club News, Activities	15%
Contact Information.....	10%
Customized Web Address ..	10%
Timeliness	10%
Pictures	10%
Ease of Use/Navigation	10%
Design	10%
Links	5%

Giving Programs for Clubs**Civitans at the Helm ***

Clubs designate a portion of their fundraising to support the Civitan International Research Center. Contributions toward our flagship grant are recognized through the Civitans at the Helm program. Recognition is achieved at the giving levels listed here, based on a club's official membership roster on the first day of the fiscal year.

- \$10 per member earns *Helmsman* level.
- \$25 per member earns *Navigator* level.
- \$50 per member earns *Captain* level.
- \$100 per member earns *Admiral* level.
- \$200 per member earns *Admiral of the Fleet* level.

Candy & Coin Boxes

Members seek permission to place a Civitan Candy or Coin Box in a local business. For Candy Boxes, patrons donate coins (or bills) in exchange for a mint. The money collected through these projects assist people

with developmental disabilities at the local and international level. Since 1976, millions of dollars have been raised through the well-known "blue boxes," serviced solely by volunteers.

Achievement Awards for Individuals**Recruitment Awards**

This program recognizes individuals who sponsor new members in the organization. It is because of these members, dedicated to the growth of Civitan, that the organization is able to continue providing better services to Civitan communities.

Lifetime records of sponsorships by members are maintained by Civitan International. Members are automatically recognized when reaching various levels (5 members, 10 members, 20, 30, 40, 50, 75, and 100). Recognitions are mailed to the member's club president for presentation.

Higher levels of 150 members recruited, 200 members, and 250 members are recognized with Recruitment Rings.

First Sponsorship

Each Civitan is recognized for sponsoring his or her first new member.

Member Sponsorship Team

Any Civitan may be recognized as a Member of the annual Sponsorship Team by sponsoring four new members into Civitan within one fiscal year.

Distinguished Sponsorship Team

Any Civitan may be recognized as a Distinguished Member of the Sponsorship Team by sponsoring 150 new members into Civitan.

Top Recruiters

Annually a member is recognized as the overall Top Recruiter for sponsoring the most new members in one year. A second member is also recognized annually for sponsoring new members in an existing club. Presentations are made at the international convention.

VIP (Very Important Part)

This program is specially designed for first-year members to encourage more involvement in various aspects of the organization, gain knowledge of fundraising events, community projects, district

meetings and much more. The first-year member must achieve 200 points on the VIP Scorecard to be recognized.

Certified Club Builder

Any Civitan may earn the Club Builder Blue Blazer with emblem and plaque for the successful chartering of a new club. The Civitan must be an Accredited Club Builder having attended training to qualify. The maximum number of recognitions per newly chartered club is established in policy. Following the first recognition, each following Club Builder award is recognized with a star for the blue blazer.

Additionally, a Civitan may earn Certified Club Builder recognition for the rebuilding efforts of an existing club. A Certified Club Mentor may receive Club Builder recognition if the failing club adds 20 new members, has regular meetings, conducts projects, has trained officers, and is in-good-standing with Civitan International.

Master Club Builder

Any Civitan may earn the Master Club Builder Gray Blazer with emblem and plaque for the successful chartering of five new clubs (all must be in-good-standing at time of award or each must have been in existence for a minimum of 5 years).

Executive Master Club Builder

Any Civitan may earn the Executive Master Club Builder crest and plaque for the successful chartering of 10 new clubs (all must be in-good-standing at time of award or each must have been in existence for a minimum of 5 years).

Certified Club Mentor

Civitans are assigned to newly chartered clubs to mentor during its first two years of existence. If the newly chartered club achieves one of the Honor Club levels in its first year, a silver pin is awarded to the Club Mentor. If the newly chartered club achieves one of the Honor Club levels in its second year, a gold pin is awarded to the Certified Club Mentor.

Distinguished President

The president of each club qualifying for Honor Club will be recognized for service and leadership during the award year.

Distinguished Governor

The governor of each district qualifying for the Quality Achievement Award will be recognized for service and leadership during the award year.

Longevity in Membership

Each Civitan maintaining continuous membership for 25 and 50 years will be recognized in those years by Civitan International. Appropriate recognitions are forwarded to club presidents for presentation.

Competitive Award for Individuals

Civitan International Honor Key *

The International Honor Key is the most prestigious award conferred by Civitan International. In recognition of outstanding service to Civitan International, no more than five Honor Keys may be presented annually. Presentations are made during the international convention. The International Honor Key is the highest individual award presented. An individual, club or district may submit the nomination on behalf of an outstanding Civitan member.

No Civitan will be selected to receive the International Honor Key unless the member has a minimum of five years dedicated service to Civitan.

The criteria for the Honor Key may include, but not be limited to, the following:

- A. Service on the international board;
- B. Service on international committees;
- C. Service in the formation of new clubs, including Junior and Campus clubs;
- D. Service in the significant increase in membership of existing clubs;
- E. Significant service to Civitan International in the creation and formation of international projects and other activities greatly affecting the growth and awareness of the organization;
- F. Service to international through significant activities at the district level.

Giving Programs for Individuals

President's Council *

The President's Council provides a special opportunity for individuals to give additional support to the Civitan organization. Your tax deductible membership in this elite group starts with a minimum commitment of \$10

each month (or \$120 annually). Additional levels of support are available, as well as a family membership structure. Your Council membership provides for the development and implementation of Civitan International planned giving and several other programs, including the Civitan International Research Center. Membership is acknowledged with a special lapel pin and an exclusive invitation to the annual President’s Council Reception held during the Civitan International convention.

Civitan International Golf Benefit *

Civitan’s annual golf tournament is held each year at the Civitan International convention site. Anyone may participate with a minimum donation. The Putt-n-Chip competition is also available for those who do not want to play 18 holes of golf. Details about the upcoming event can be found online at www.civitan.org/golfbenefit.

Fellows *

Individuals are recognized for their contributions to Civitan and the local communities they serve with a minimum donation as indicated below:

- *Civitan International Foundation Shropshire Fellow (\$1,200)* – Funds are deposited into an endowed fund and interest from this account is used to fund Civitan scholarships.
- *Civitan International Research Center Fellow (\$1,200)* – Funds are deposited into an endowed fund and interest is used to provide scholarships, fellowships, and grants for scientists at the Research Center.
- *Civitan International Freedom Fellow (\$1,200)* – This designation helps support the General Fund of Civitan International and is the only Fellow that is not retained in an endowed account.
- *The Civitan International Sustaining Research Center Fellow (\$2,500)* is the most prestigious level of recognition, developed to help fund scholarships, fellowships, and grants for scientists at the Research Center through an endowed account.

Legacy Society *

The Legacy Society is open to all members who want to make a planned gift to the organization. An individual can help create a substantial legacy that will help to ensure the long-term stability and success of Civitan International and its projects.

Achievement Awards for Districts

Quality Achievement Award

Each district achieving the minimum point requirement on the application will be recognized with the Quality Achievement Award.

Top Growth Awards

Districts achieving the top three positions in a complex calculation of growth and retention will be recognized annually at the international convention.

Sponsorship Awards

Districts achieving the two top levels for its club and district officers sponsoring the Highest Numerical or Best Percentage of new members receive special recognition at the international convention.

Competitive Awards for Districts

Outstanding District Newsletter

This application must be accompanied by a copy of each published issue for the awards year.

Judging Criteria:

Newsworthy content	60%
Contribution to Programs ..	10%
Timeliness	10%
Readability	10%
Format	5%
Attractiveness	5%

Outstanding District Website

This application must be completed by printed pages, or a disk containing screen shots of your website for the award year.

Judging Criteria:

Welcome, Visitor Info	20%
District News, Activities	15%
Contact Information	10%
Customized Web Address .	10%
Timeliness	10%
Pictures	10%
Ease of Use/Navigation	10%
Design	10%
Links	5%