

# **GOVERNORS AND CHAIRS MANUAL**

**2014-15**



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# Governors and Chairs Manual

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\*All reports must be photocopied and mailed or e-mailed 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.

# Introduction to Governors and Chairs

The two people most responsible for the smooth running of a Junior Civitan district are the district chair and Junior district governor. Together, they can make or break the Junior program within their area. It is with that in mind that this manual was designed.

This manual contains all the forms needed for the smooth running of your district and for ordering supplies from World Headquarters. Many necessary end-of-the-year forms for your district are located in this manual.

This manual should be studied and reviewed in every aspect, especially the section for the Junior Civitan governor. But, more important, this manual should be kept close at hand throughout the year. Read it and study it; it will have a great bearing on the course of your Junior district.

## A Word To Governors

Why are you a Junior Civitan governor? Hopefully, you feel a dedication to Junior Civitan. Possibly you have been a successful club president—you believe in your district—you set goals and pursue them—and you want your district to be the best internationally. The mind is a fascinating thing. It does what it is told to do. Decide to be an effective, strong and energetic governor, and you will be.

With proper planning and organization, your work will flow smoothly. Your job is one that must be done well if the district is to function properly. Keep these six points in mind as you begin your year as Junior Civitan governor.

1. **Be responsible:** be willing to assume the trust with which you have been charged.
2. **Be organized:** plan, implement and evaluate the progress of your district.
3. **Be dedicated:** your willingness to give generously of your time speaks loudly to others.
4. **Take initiative:** seek and create opportunity for original action.
5. **Express leadership:** be a leader serving others, not a dictator.
6. **Take pride:** be proud of all that Junior Civitan stands for.

These characteristics alone will not ensure success unless you are also **enthusiastic and motivated**. Combine these in the right proportions, and you will ensure the success of your district.

Become familiar with this entire manual. It has been designed for you and your chair. In it, you will find all the forms necessary for the smooth running of your district. Also, included is a special section for you . . . the district governor. Early in July, plan to sit down with your district chair to review this manual, page by page, section by section. Good luck! I know it will be an exciting and rewarding year for you.

## To The District Chair

In the district Junior Civitan organization, you are the one in charge! You are the top of the totem pole. No matter what brought you to this position, you are here, and your district and the Junior Civitans need your best. The young men and women of today are the greatest asset of our nations, and it should be a privilege, not a burden, for you to take an active part in their development into mature, responsible adults.

Overshadowing everything your district does is the high degree of importance attached to your assistance to the Junior clubs in your district. You should become familiar with:

1. The Junior Civitan International constitution, bylaws and policies.
2. The *Governors and Chairs Manual*.
3. Your role in planning effective district meetings and convention.
4. Your responsibilities to the World Headquarters.
5. The proper way to train your district and club officers.
6. Your responsibility in assisting weak clubs and their sponsoring senior clubs.

This manual will answer many of your questions and is designed to be an aid to you and your Junior Civitan governor. All the forms that you will need for the smooth and efficient running of your district can be found in this manual. Familiarize yourself with them. Before the start of the new school year, plan to sit down with your Junior district governor and the other Junior district officers to thoroughly study this manual; together you can begin to set goals and plans for the coming year.

The success or failure of the Junior Civitan program within your district is in your hands. Strive to be an effective, energetic and **efficient** Junior chairperson. Stay in touch with your district officers, clubs and the international office. Good luck! I am sure it will be an exciting and rewarding year for you.



## 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 in 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. The activity reports furnish information on attendance, various projects and district officers and senior member visits to the club. *Junior Civitan Insider* is a viable source of

information for all clubs. Please submit your club's activities.

We urge each club president and advisor to see that these reports are mailed 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 start promoting 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 *Junior Civitan Insider*.

### **Past International Conventions**

- 2013 • The Blake Hotel, Charlotte, North Carolina (North Carolina District West)
- 2012 • Marriott Waterside Norfolk Hotel, Norfolk, Virginia (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 District)
- 2003 • Adam's Mark Hotel, Charlotte, North Carolina (North Carolina District West)
- 2002 • Glenstone Lodge, Gatlinburg, Tennessee (Appalachian)
- 2001 • Clemson University (South Carolina District)
- 2000 • University of South Alabama (Alabama-West Florida District)
- 1999 • University of Georgia at Athens (Georgia District North)
- 1998 • Concord College (West Virginia District)
- 1997 • University of North Carolina-Greensboro (North Carolina District East)
- 1996 • Samford University (Alabama Central District)
- 1995 • Austin Peay State University (Valley District)
- 1994 • Georgetown University (Chesapeake District)
- 1993 • University of Evansville (Midwest District)
- 1992 • University of South Florida (Sunshine District)
- 1991 • East Tennessee State University (Appalachian District)
- 1990 • Emory University (Georgia District North)

# 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, senior Civitan clubs were taking more and more interest in the Junior program; more than 400 clubs had been chartered. 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 also presented that year.

Junior Civitan has continued 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 international awards presentations. 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 young people to become “Builders of Good Citizenship” in the home, school, community and nation. Its purpose is to develop initiative and leadership

and to encourage youth to live a fuller life enriched by selfless service to others and focus on 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 serve the school, community and nation.
- To support good government on all levels and encourage respect for the law.
- To develop leadership through unselfish service.
- To practice the Golden Rule.

# The District Governor

The prime responsibility of the district governor is directed toward his or her district. For the Junior Civitan program to succeed, you must take this responsibility to heart and become dedicated to fulfilling your duties. There are seven primary objectives of the governors duties:

1. Lead his or her district to achieve its goals for the year.
2. Preside effectively at district meetings, projects and board meetings.
3. Organize and direct the work of the district's board of directors and committees.
4. Represent the district and Junior Civitan International in the community and to the Civitan district and organization.
5. Communicate district and international goals and programs to the district membership.
6. Solve leadership and work conflicts within the district.
7. Represent the district in communications with international.

## ***Responsibilities***

The governor shall appoint all committees, preside at all meetings of the district and board of directors and perform such other duties which pertain to the office. The governor shall represent the district at all international meetings and will be an ex-officio member of all standing committees. In the event of a vacancy in the office of governor, the deputy governor shall assume the office unless otherwise provided in the district bylaws and policies.

## ***The Effective District Governor***

1. Effective governors know where how their time is spent. They manage it rather than vice versa. Analyze where it is going and then organize it to encourage productivity. Here are some suggestions:
  - a. Identify and eliminate irrelevant things, things no one will really miss if they go undone.
  - b. Decide what you can delegate to someone else.
  - c. Spell out "time wasters" such as meaningless meetings and unnecessary communications, and try to eliminate them.
2. Effective governors focus on outward contribution. In other words, you should concentrate on results rather than the tasks themselves. Look up from your work and outward toward your goals. As governor you should live and act in two dimensions: (1) preparing for the future, and (2) building for the results long before they are achieved.
3. Effective governors build on strengths, their own and those of others. You should acknowledge and accept others' abilities and weaknesses. You should be able to

accept the best in others without being threatened. You should help others grow by giving them opportunities and responsibilities. Feed the opportunities and starve the problems.

4. Effective governors concentrate on the few major areas where superior performance will produce outstanding results. Set and stick to priorities.

Here are some suggestions:

- a. Pick up 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. Aim high for something that makes a difference... be an innovator.
5. Effective governors 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 an effective strategy which will convert the best solution into action.

## ***Delegating***

Delegation is one of the most important aspects of a good leader. You are only one person and cannot accomplish a successful year alone. It is always important to discuss delegation with your district Junior Civitan chair 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 officers.
3. Set goals and time lines as a group. 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.

6. Whenever possible, give those who are responsible for completing assignments a voice in the decision-making.
7. 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 the district and organization and the assignment's overall impact on the district's success. 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 governor and district chair 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 district, you can exert a great deal of positive leadership. Two types of meetings are the focus of your opportunity to exercise leadership: (1) the district meetings, and (2) the board of directors meetings. Both are important to effective leadership. You should take advantage of these forums to move your district 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 district 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 district 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 the district.

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

- (a) Make sure 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 all the items for decision clearly outlined (this should be reviewed with the district chair 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, district chair, sponsoring Civitans, and the group as a whole for their contribution to the achievement of the district'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 to be distracted or not involved in the conversation. 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 district meetings.** Here is a major forum for making an impact on your district during your year as governor. Each time your district meets, they look to you for the leadership that will make the meeting meaningful. 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 organization 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 district

achieve its goals during the year. When the year's over, you want your members to make the unavoidable conclusion, "Wow, our governor did an excellent job. We've had a great year."

### **Meetings and Convention**

During your year in office, you also have the important responsibility of planning and executing two district meetings and the district convention. You may request a copy of the *District Convention Manual* from World Headquarters. There are four basic goals which must be reached in these meetings.

A. Provide leadership training sessions; this cannot be overemphasized. You must plan and implement an efficient program of leadership training if Junior Civitan is to have a firm foundation. You, as governor, should be certain that each club has all the necessary materials for executing business (*Club Administrative Manual and District Manual*).

B. Bring all district business to date. It is your responsibility to make sure all clubs are in good standing with International and are financially sound (dues paid). You must also lead all district committees in an ex-officio manner. A roster should be prepared and distributed to clubs and to district officers. This should include all the clubs within the district with officers and advisors addresses and telephone numbers in addition to district officers and the district's Junior Civitan chair.

C. Guide all district and international projects toward successful completion.

D. Hold an orderly and fair election of district officers for the coming year at one of the meetings.

You are also responsible for the necessary field work for the Junior Civitan program in the district. This means, first of all that as governor you must visit clubs in the district and be familiar with their programs, people, and problems. The strength of the district will depend on your ability to deal with the inevitable crisis situations which arise on the club level. Perhaps the leadership of a particular club ceases to be a part of the program or transfers to another school. The future of the club in such a case may depend on your ability as governor to provide the necessary leadership that will help the club recover.

Your field work also includes the establishment and development of new clubs. You must cooperate with the Civitan district in forming new clubs. The insight of a governor into the needs of a new club can be invaluable to its success. Of course, deputy and lieutenant governors can and should be used to help carry out the field work of the district.

During your year as governor, you should work very closely with the Civitan district and attend its district-wide meetings and conventions when possible. The Junior Civitan chair is the key link between International and the district. Get to know this person, stay in contact one another, and work closely together to ensure the efficient communication needed for success.

The Civitan district can provide many services to the governor. First, you should be able to depend on the Civitan district to help finance a part of the program. Secondly, the Civitan officers can be resources for information and services.

### **Governing the District**

You must organize the work in the district and divide that work among your deputy and lieutenant governors. Geographic accessibility should be a major criterion in assigning duties within the district. Each lieutenant governor should have a designated area and be responsible for maintaining contact with those clubs. The deputy governor should be assigned to work with the lieutenant governors. The deputy governor should be responsible to the governor for the maintenance and expansion of the area. The lieutenant governors should report to the governor as well.

When divisions of labor are properly assigned, and understood, the district will function at maximum efficiency with minimum trouble for any one person. This type of organization also helps to isolate problem areas and make solutions easier.

### **Lieutenant Governor Visitation**

The lieutenant governor is the liaison between your clubs and district administrative affairs whose most important responsibility is to provide assistance of all types through counsel and guidance. While some of the assistance will be given through correspondence and telephone calls, the lieutenant governor makes the most valuable contribution through personal visits to each club.

Lieutenant governors should report to you and the district chair on the status and stability of clubs. This should be handled on a monthly basis to identify problems and resolve them before it is too late.



# A Guide for District Junior Civitan Chair

Each year the Civitan governor appoints a Civitan to serve as the Junior Civitan district chair. This individual is responsible for ensuring the Junior district organization's administrative functions meet with the Junior Civitan and Civitan district boards' approval.

The purpose of this section is to assist you, as a chair, in your job with the Junior Civitan program. It is hoped that these pages will provide you with information explaining your functions and responsibilities not only to the Junior Civitan district and the officers you work with but also to the Junior Civitan clubs, their sponsoring clubs, and the senior district.

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

What will you gain? You will gain the knowledge that you have helped young men and women develop themselves as well as others and the "thanks" of all the youth and adult volunteers with whom you work, but most of all, you will gain a wonderful experience which will live with you forever.

## Responsibilities

### To the Civitan Governor

You have been appointed by the senior governor. You are the official adult representative of the Junior Civitan program for your district, the liaison between Junior clubs, senior clubs and both the Junior and senior districts. It is your duty to keep the senior governor and board informed concerning the activities of the Junior Civitan program.

### To the Junior Civitan Governor and Board

A good district will be reflected in the relationship that you have with your Junior Civitan governor and board. Work with them closely in planning the year's activities. Point out to them that you are there to help and not hinder their operations. Give suggestions that you have gathered from your years of experience. If you object to something the governor or the district is doing, explain your reasoning to him or her. (See Tips for an Effective Chairperson.)

### To the Junior and Civitan Districts

Make certain that all Junior clubs are meeting regularly, holding projects and conducting fund raising activities. If clubs are school affiliated, make sure activities are acceptable to the school and are in accord with school regulations.

Make sure that the district and clubs operate under the Junior Civitan International Constitution and Bylaws and district bylaws which contain the respective policies.

See to it that the financial records of your district are kept in accordance with standard procedure set by the

Civitan district. For an effective year, it is highly recommended that each district have a budget. This will make the operation of the district easier. Many district meetings, conventions and projects cost money. Registration fees should be set above the cost of the event. If the district sets its programs at the beginning of the year, it will know how much money must be charged and what goals are to be accomplished by the events.

See that each established club pays annual international and district dues for their membership. District dues are decided by the district boards and vary from one to the other; however, no district's dues may exceed \$4.00 without Junior Civitan International board approval. 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 placed on the inactive list. Junior Civitan International sends dues forms for reporting membership to each club advisor by October 1.

Promote new club charters as well as established club growth. Seek to bring a "Junior Civitan understanding" to all Junior and Civitan members as well as their communities and schools.

Plan and coordinate with Junior district officers a club officers training academy, district wide meetings and projects, district Junior board meetings and a district convention in the month of April or May. (*District Convention Manual* can be received from World Headquarters.)

### To World Headquarters

Immediately upon the election of new district or club officers, mail the report with the names and addresses of the officers to World Headquarters.

During the year, you and the Junior Civitan governor will receive correspondence from the World Headquarters staff. You should be sure that all correspondence is **answered promptly** and that material is shared with the Junior Civitan district board and clubs as appropriate.

Assist in the collection of clubs 60 days or more in the arrears on payments to international.

Promote all international programs, projects and conventions to initiate the best participation possible.

Communicate to World Headquarters areas of growth and new clubs to ensure smooth operations.

## Tips for an Effective Chair

### Advice

Your primary responsibility is to consult and advise. It is recommended that you do this as often as you deem necessary. This will, in turn, encourage the Junior Civitan governor, district officers, club presidents and advisors to seek advice from you. Too many district chairs go to opposite extremes; some tend to dominate while others show no interest at all. You will be an effective chair if you work closely with the Junior Civitan governor assisting him or her in any way possible.

### Encouragement

Another important job is to aid your Junior Civitan governor, district officers, club presidents, and advisors with encouragement. If you do this, the clubs will function better. Do everything you can to create initiative in each individual.

### Enthusiasm

It is a truism that all good youth organizations have enthusiastic adults working with them. If you let the district officers, club presidents and advisors know that you are enthusiastic about them, they will respond in a like manner. Your enthusiasm will motivate each individual.

### Advisors

You should strive for close communication with your club advisors. You will learn that many successful clubs year in and year out have strong support from club advisors. If you do not communicate with these individuals, you will experience problems with these clubs. You should develop some kind of schedule to call every club advisor at least twice a year. This provides you with the opportunity to directly offer assistance, support, and encouragement. At each district wide meeting and convention, be sure that you and the advisors have a meeting to discuss the progress of the junior clubs and to ensure that they are fully aware of and understand the activities of the district.

### Sponsoring Civitan Clubs

Each Junior Civitan club is sponsored by a Civitan club. It is responsible for the birth of the club and must have an influence in the Junior Civitan club's activities, since it does provide the name and support of the parent organization. These sponsoring clubs usually appoint a liaison to work with the Junior Civitan club. The district Junior Civitan chair should make sure that this sponsoring club liaison is kept well informed of district activities. The support of the liaison is very important to the life of a Junior Civitan club.

### Club Visitation

Most active clubs meet twice a month or once a week to prevent loss of interest, and generally they do not meet for more than an hour. Area lieutenant governors should try to visit a club meeting or project at least once or twice a year. As

district chair, you should concentrate your efforts along with your governor and public relations coordinator to visit clubs with membership problems and those in the organizational stages. When possible, the district Junior Civitan chair and governor should attend and be on the program of all new club charters.

### Officers

The five major offices of the district are governor, deputy governor, lieutenant governors elected by areas, secretary-treasurer and public relations coordinator. The district may also have one club representative participate as a voting member of the board. (Study international constitution, bylaws and policies concerning district organization and officers.) The bylaws require the board of directors to meet at least twice during the fiscal year to plan for the following months.

### Elections

The Junior Civitan fiscal year is from July 1 to June 30. International bylaws require that all district officers be elected at the annual district convention. 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 current board, so they will be well prepared to assume their official duties. It is also strongly recommended that the district officers be delegates to the international convention which is held in June or July.

### Committees

The backbone of any district is a good committee structure. World Headquarters staff suggests five standing committees appointed by the Junior Civitan governor. These are Meetings-Convention, Projects, Public Relations-Publicity, Growth-Retention, and Finance. Help the governor understand the importance of such structure in order to help every board member feel a part of the district workings.

### Meetings and Agendas

Planning and coordinating district wide meetings is essential. These should be planned with your Junior Civitan governor and board. District and club officers training, district wide meetings, projects, board meetings, and the annual convention are imperative to the district's success. Well informed clubs, their officers, and advisors should provide good attendance at all of these.

Important components of a successful district are organized and interesting meetings and convention. Nothing is more frustrating than to sit in a disorganized meeting. A well prepared agenda for your district officers to follow will eliminate this problem. The agenda should be prepared by the Junior Civitan governor with your help. If a district team is well organized, you (as chair) should not have to make many or any presentations to those attending the meeting. Keep in mind that the board should run all meetings with your advice and assistance.

### Minutes

The district secretary should keep an accurate account of the business conducted at district wide meetings as well as board meetings. Minutes should be typed and kept in permanent files for use by future boards and in preparing the yearly achievement awards and reports. World Headquarters, the international board of directors, the Junior district board members, the senior governor, and all your Junior clubs should receive a copy of these minutes.

### Reports

The only way World Headquarters staff will know what districts are doing, and the best way to help, is through the filing of periodic governor reports and a chair's calendar of events. These are provided in the *Governors and Chairs Manual*. It is essential that you and your governor complete these and file them as indicated on each form. The clubs keep the district informed by sending in activity reports. All forms necessary to the running of a Junior Civitan club can be found in the *Club Administrative Manual*, which is published and available from World Headquarters or can be found online at [www.juniorcivitan.org](http://www.juniorcivitan.org) under member resources and literature and forms tab.

### Filing System

Junior Civitan district chairs should maintain a complete and organized filing system for each club as well as each district event. The best system is to purchase a travelling file drawer (cardboard ones are available at any office supply company). This way the file drawer can travel with you when necessary and be passed along to the next chair. Keeping good club and district records from year to year is very important to district operations.

### Convention

In addition to all the regular meetings and projects conducted by a district, the annual convention is the highlight event of the year. World Headquarters publishes a *District Convention Manual* to help you with its planning and organization.

### Awards

International offers a comprehensive awards program outlined in the *Governors and Chairs Manual*. All international award nominations are due at World Headquarters on June 1. District award competition is offered on the district level and should be outlined in your annual district manual.

***Be the Most  
Positive and Enthusiastic  
Person You Know.***

Life's Little Instruction Book



# Duties of District Officers

A good district team is important to the efficient running of a Junior Civitan district. The following provides brief descriptions of the role each officer should assume. The responsibilities in each district are different so you should use this information as a guide to be elaborated upon.

## Governor

The prime responsibility of the district governor is directed towards his or her district. The governor's responsibility is to **lead** (i.e.: inform, delegate authority, initiate programs and projects, preside at all district meetings, make visitations to clubs, and in general, oversee the complete operation of the district).

To be most effective, the governor should be able to move around freely in his or her district to attend meetings, awards banquets, charter night ceremonies, etc. If the governor does not have a car, some form of transportation should be readily available.

A governor has many jobs and responsibilities and it is highly recommended that the governor not be involved in an extraordinary amount of additional school and community clubs and programs.

The governor and the district chair should maintain close contact with one another and attempt to communicate at least once a week.

In order for the district to be successful, the governor must be dedicated to the goals of the organization. See the separate section in this manual for a more specific look at the governor's duties.

## Deputy Governor

The deputy governor's prime responsibility is to work directly with the projects and programs throughout the year that directly affect the district. The deputy governor should be assigned to work directly with the lieutenant governors. The deputy governor should be responsible to the governor for the maintenance and expansion of the areas in the district as well as managing any special concerns of the governor, such as committees.

When possible, the deputy governor should be free to attend meetings and programs with the governor and, like the governor, should be flexible to travel.

To be most effective, the deputy governor should develop a close working relationship with the governor and the district chair. If the governor does not fulfill the term, the deputy governor assumes the office (if another provision is not stated in your district bylaws), and the deputy governor must be aware of district activities to provide a smooth transition.

## Lieutenant Governors

The governor must organize and divide the work among the deputy and lieutenant governors. Each lieutenant governor should have a designated area, and each is to be responsible for monitoring and motivating the clubs within that area.

Lieutenant Governors are an important part of the district structure. Governors rely on their lieutenant governors to help keep track of club activities to ensure a stronger district. The lieutenant governors' duties include maintaining regular contact with all the clubs in the area concerning payment of dues; participation at district meetings, convention, and other activities; and participation in international projects and programs. Further responsibilities may be deemed necessary by the governor and may include chairing special committees such as the Awards Committee at the convention. Lieutenant governors should be free to visit with all the clubs in their area and should furnish the governor and district chair with regular updates reporting on the activities of the clubs.

One tool to help a lieutenant governor fulfill these responsibilities is the Lieutenant Governor Club Report located in the form section of this manual. This is a general form and should be adapted to your district activities. One report for each club in the area should be filled out each month.

It is recommended that the governor, deputy governor and the district chair meet at regular intervals with the lieutenant governors. Their duties should be fully explained to them before the beginning of the school year. Good communication with the lieutenant governors must be initiated by the governor and district chair.

### **General Duties**

1. Personally visit each club at least twice a year.
2. Contact club presidents and/or advisors once a month and complete the Lieutenant Governor Club Report. Send copies to the governor and district chair.
3. Inform area clubs regarding district meetings, projects and events. This may best be accomplished through an area newsletter. It is the lieutenant governors responsibility to maximize attendance through constant communications.
4. Resolve conflicts between the club president and advisor if problems arise. This should be discussed with the governor and district chair before any action is taken.
5. Represent the area clubs at district meetings and board of directors meetings.
6. Coordinate governor and chair visits to area clubs.
7. Assist the governor and district chair as needed. This is very important to gain the experience needed to pursue higher offices.



## **Your First Duty**

When the new Junior Civitan year begins (July 1) the first thing the district should worry about is assessing the condition of all clubs. In order to do this, lieutenant governors contact the clubs and ask them if they are expecting to encounter any problems at the beginning of the year. If the club has lost an advisor, an officer or members, it is best to know at the beginning of the year, so the district board can assist them.

The initial contact can sometimes be difficult though, especially if the club did not submit its Newly Elected Officers Report at the end of the previous Junior Civitan year. First check with your district chair and World Headquarters to their receipt of the Officers Report. If not, then get a list of last year's officers. Try calling the advisor from last year; typically, the club will keep the same advisor year after year. If the advisor has retired, call one of the other officers from last year. If you still aren't having any luck, contact the principal of the school and ask about the new advisor and/or club president.

Once you have contacted the club advisor and president, encourage them to send the Club Officers Report to the district chair and World Headquarters. However, you should also go ahead and report the addresses and phone numbers of the club presidents and advisors that you know to the district and international. This really helps with early year mailings to clubs. During your initial contact with the clubs, you should also find out if they have received their *Club Administrative Manual*. If they have not, then contact World Headquarters to have a club manual sent.

## **Calling Clubs**

By now, you should have noticed that contacting your clubs regularly is pretty important. Try to call them AT LEAST once a month. When you call them, inform them of upcoming district and international events and deadlines. Also, ask about their club successes and problems. Use what you know from experiences with your club and other clubs in your area to make helpful suggestions. **Also be sure to congratulate and encourage your clubs after every success.** Some districts have monthly Lieutenant Governor Reports complete with questions to ask the clubs; if this is the case, be sure to complete each form on time and send it to your district governor and chair.

## **Club Visitation**

The district board should always make sure that clubs know that you care about them. One definite way to do this is to visit your clubs. Many clubs have before school or after school meetings. If these clubs aren't too far away, you should consider attending a club meeting. However, many times you will not be able to do this because of school restraints. In this case, ask the club president if you may attend and help out with a club project after school or over the weekend.

## **Reports**

One common problem with clubs is that they forget to turn in reports. It's your responsibility to remind them of deadlines. All of the reports can be found in the *Club Administrative Manual* or online at [www.juniorcivitan.org](http://www.juniorcivitan.org)

under the member resources and literature and forms tab. Each district's dues report may be found online as well and is also mailed to them directly from International Headquarters.

- Dues Report Form - November 1
- Activities Report -  
Oct. 10, Dec. 10, Feb 10, April 10
- Junior Civitan Insider Report - The 10th of every month
- Collection Selection Report - March 1
- Club Officer Report - September 1, May 1
- Graduate Report - May 1
- Environmental Awareness Project -  
Immediately After Project
- World Junior Civitan Day - Immediately After Project
- Social Causes Awareness - Immediately After Project

## **Honor Club**

The Honor Club Form is the basis of what every good Junior Civitan club should do. As your year progresses, constantly maintain and update an Honor Club Form on each club in your area. This will help you in instructing them on what they should be doing. Update your clubs regularly on the progress they have made towards becoming an Honor Club. This form can also be found in the *Club Administrative Manual*. You may also want to consider giving Area awards to clubs who have had the best project or have improved the most. That extra encouragement can mean a lot.

## **Newsletter**

Many lieutenant governors have found it helpful to provide an area newsletter for their presidents and advisors. This newsletter can include a short article on each club in your area and upcoming district and international dates and deadlines. You could also advertise district projects and list volunteer opportunities in your community.

## **Club Building**

If you are the lieutenant governor of a small area, you should concentrate a great deal on building additional clubs. Contact International Headquarters for a Junior Civitan Club Building Kit. Then attend a Civitan club meeting in your area and speak to them about the Junior Civitan program. Usually, you can gain some interest from that Civitan club, which will make building the Junior Civitan club much easier. Building a club isn't hard, but it must be done right, so be sure to get help and follow the manual.

## **Area Projects**

Many times it is difficult for clubs to attend a district project. If this is the case, you may want to consider having a group project with all of the clubs in your area. This project can be as simple or as complex as you would like. The important thing is that clubs are working together towards a common goal. Be sure to give each club an equal amount of responsibility so that no club feels left out.

## **Common Problems**

**Advisor resigns** - If an advisor resigns, you should immediately contact the principal of the school to work on finding a new advisor. You should also contact the sponsoring Civitan club, inform them of the problem and see if they

know of anyone who would make a good replacement. Also, get suggestions from the Junior Civitan club president, since they will be working with the new advisor.

**Club hasn't paid dues** - If you have constantly reminded a club to pay dues, and they still have not done so, then contact their sponsoring Civitan club president and the school's principal to inform them of the situation. They will usually take care of the situation. Sometimes the club members may have a financial problem. If this is the case, ask their sponsoring Civitan club for financial assistance. Sometimes the club just needs another Dues Report Form.

**Club isn't holding projects** - This is usually the result of poor organization. You should meet with the club officers and help them plan their year (remember to use the Honor Club Form). If the officers did not attend your district's Club Officer Training, then they are probably clueless about what they should be doing. You may want to ask the governor, deputy governor or chair to go with you if the club is in real trouble.

**Sponsoring Civitan Club folds** - If a Civitan club that was sponsoring a Junior Civitan club folds, then you should call the Civitan governor immediately. This person can tell you about other Civitan clubs in the area and help you find a new sponsor for the Junior Civitan club. If a sponsoring club cannot be found, then the Junior Civitan district may serve as a temporary sponsor until a new sponsoring Civitan club can be found.

**Junior Civitan Club wants to fold** - If a Junior Civitan club in your area wants to fold, it is VERY important that you find out why. If it is because the advisor no longer wants the club, then you can help find a new advisor. If the club is having financial problems, you can help them find money and plan fundraisers. If the students aren't interested, you can speak to them and hopefully recharge their interest. If the school is closing, you can recharter the club at the school's new location. After you have tried EVERYTHING and they still want to fold, then contact your district chair, Junior Civitan governor, and Junior Civitan International to inform them of the club's intent to fold.

**Membership Decrease** - Membership fluctuations are common among Junior Civitan clubs. However, if a club suddenly takes a huge dive in membership, then there is a problem. It could be their image, poor projects, bad officers, etc. First identify the problem and then help the club correct it. Membership problems can arise from many things, so look carefully!

In order to be an effective lieutenant governor, you must file club reports with the governor and district chair. If you see that a club is experiencing problems, the issue must be addressed with the governor and chair so that the district may offer assistance and guidance. Far too many clubs have been lost due to poor communication and lack of support from the district.

## Secretary

The secretary is responsible for keeping all district records (i.e.: minutes of the executive board meetings and district meetings, attendance figures at meetings, assistance in preparing various handouts, letters and forms that may be required by the district, etc.).

[www.juniorcivitan.org](http://www.juniorcivitan.org)

It is recommended that the secretary possess the necessary typing and secretarial skills needed for accurate record keeping.

The secretary should furnish the district board with copies of correspondence and minutes. Records should reflect a concise and clear reading of all district activities throughout the year.

The secretary's position is one of the most important in the functions of the district. 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 one of the main contacts with World Headquarters.

One of the first requirements necessary is being 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 that, in a great majority of cases, when information is desired by officers, committee, or district members, the question will be directed to you as secretary.

Secretaries should know about the function and purpose of Junior Civitan at both the district and international levels, so they can help the governor, district chair, or any other member of the district 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 district records.
2. Record and keep minutes of all district and board meetings.
3. Handle all district correspondence.
4. Maintain all membership records along with the chair.
5. Record attendance information at board of directors and district meetings. Regarding district meetings, this should include number of clubs represented and the number of members attending from that club.
6. Prepare and email 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 meetings are in order.
2. The display of national flag, district 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 district chair).
4. Send the speaker a note of thanks.
5. Record the 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 district newsletter (this information should be provided to public relations coordinator for the district newsletter) and any business conducted.
6. Keep attendance records.



## ***Reports and Supplies***

1. The secretary completes and mails all forms on time. Forms in the *Governors and Chairs Manual* that are to be submitted to World Headquarters include:
  - A. Report of District Board of Directors due in July and new officers report due immediately following the district convention.
  - B. Report of Dual District event.
  - C. Calendar of Events due August 15.
  - D. Articles for *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 the back of this manual.

## **Treasurer**

The treasurer, along with the district chair, is responsible for all the funds of the district, all disbursements and all accounts receivable. In general, the treasurer has two duties to fulfill. First, the treasurer is responsible for maintaining a constant and accurate record of all district financial transactions. This applies even if the district funds are disbursed by the district chair. Second, it is the responsibility of the treasurer for leading projects that will help improve the financial position of the district.

It is recommended that treasurers be in constant contact with the governor and district chair. As in most cases, each will be required to sign the checks for the district.

The treasurer should possess the necessary bookkeeping skills to maintain an accurate and concise record of all district transactions. A precise accounting of all district transactions should be presented to the executive board on a monthly basis. As well, the treasurer should be required to make a report at each district-wide meeting and convention.

The treasurer should be an effective leader and should take an active role within the district, and, as a member of the board of directors, the treasurer should participate in the decision-making process. The treasurer should always be in close contact with the secretary, district chair and governor.

There are certain procedures which, when followed, can assist the treasurer. The following is a list of general rules which can help this officer set 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 bank account is in proper order and deposit all funds immediately.
4. Always obtain a receipt for any expenditure of funds.
5. Always give a receipt upon receiving payments to the district treasury.
6. Transact all district business by check.
7. Keep a general journal to show the chronological flow of funds.
8. Keep the governor, district chair, and all others concerned informed on the district's financial position.
9. Collect district dues and other money from district projects, gifts, etc.
10. Keep all records up-to-date and accurate.

## ***Budgets***

Budgets are a tool to assist in managing district funds. They help the district to project needs and expenditures. An operating budget should be prepared for presentation to the board of directors for approval. To prepare the budget, a district must have a plan for how many members will be enrolled, what projects it will undertake, what expenses will be encountered, etc. A permanent file should be maintained to include club dues payments, authorization for payments from the district account, copies of bills and any other documentation which effects the district's financial position.

## ***Suggested district accounting system:***

1. Prepare a budget by projecting anticipated dues income and project revenues from fundraisers as well as expenditures such as officer expenses, postage, mailing and printing expenses, and project disbursements. Remember, the total income must equal the total disbursements. The budget should be prepared with assistance and advice from the governor and district chair.
2. Assign account numbers to each line item, using 100s for dues and 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 public relations coordinator (PRC) should be considered an integral part of the structure of the district. In many ways, the PRC should be considered one of the top spokespersons. This person should be included in board of directors meetings and should be invited to attend special functions of the district. In addition, the PRC should have an active role in planning the annual convention of the district.

Like the governor, the PRC should have the ability to travel freely within the district to attend charter nights, awards banquets, Junior and Civitan district meetings, projects and conventions, and other special events promoting the Junior Civitan program. The PRC should have the necessary skills to become an effective public speaker.

As with the rest of the district officers, the PRC should be aware of what is happening in the district and should be able to attend all board of directors meetings.

### ***Suggested General Duties***

1. Serve as the goodwill ambassador to the public, Civitans, and Junior Civitans.
  - A. Prepare and distribute district newsletter.
  - B. Encourage each club to include public relations coordinator in slate of officers.
  - C. Maintain contact with club PRC providing advice and guidance for publicity.
2. Assist the district in the areas of growth, development and retention of membership totals.
  - A. Build a new club.
  - B. Attend charter celebrations.
  - C. Assist lieutenant governors with clubs delinquent on reporting dues.
  - D. Establish and maintain growth programs with established clubs.
  - E. Chair Growth Committee to plan worthwhile, fun, and interesting activities to increase membership and interest in Junior Civitan.
3. Maintain contact with news media within the district.
  - A. Set up television interviews.
  - B. Write press releases about district events before and after they happen for host club's newspaper.
  - C. Promote public service announcements on radio stations about Junior Civitan to increase awareness of the Junior Civitan organization.
4. Promote all district and international projects and fundraisers.
  - A. Promote Collection Selection, a general collection project. Make sure clubs report the project to World Headquarters.
  - B. Promote and attend district projects benefiting international's major emphasis project.
  - C. Attend and promote international dance-a-thon. Raise the goal of donations set. Encourage more members to raise the minimum funds and attend.
5. Help plan and organize public relations coordinator election at the annual convention.
  - A. Make sure clubs are electing candidates to run on the district level. Send each club a district intent to run form with the qualifications of the district and international offices.
  - B. Assist Elections Committee with procedures.
  - C. Train all candidates on the role of the district PRC and the public relations role each can become for their own clubs.
  - D. Make sure all candidates understand the election at the international convention should they decide to pursue the higher office.

The prime responsibility of the PRC is to publicize the activities of the district. There are several areas which should be targeted in publicizing the district:

1. **To the district membership.** This person should prepare a district newsletter (with assistance from the Publicity Committee) for all club members concerning all aspects of district activities. Some items to include are:

- A. Upcoming district meetings
- B. Project reports
- C. Notes on members' accomplishments
- D. Special honors bestowed members
- E. Committee reports
- F. Information regarding district and international meetings, programs, and projects
- G. A calendar of upcoming projects, meetings, and events.
- H. Special articles regarding the Civitan level of the district.

The district newsletter is the mouthpiece and link between the district and its members. It should be interesting and fun for the members to read. And be sure to send the newsletter to all members of the senior district board of directors and World Headquarters.

2. **To the community.** The public relations coordinator should always promote the district and clubs' activities 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. **To Junior Civitan International.** World Headquarters wants to hear about the activities of your district. The *Club Administrative 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. Guidelines for submitting articles to *Junior Civitan Insider* can be found in this manual and on the Junior Civitan website. It is important that the public relations coordinator be familiar with the requirements for submitting articles.

### **Historian**

It is the duty of the historian to keep a record or history of the district'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 thrown together at the end of the year. The historian should compile the information all year long. The criteria to be followed should be requested from the district chair early in the year.

The duties of the historian should be clearly outlined, and this officer should be included in all district and board meetings in a nonvoting capacity.



## Sergeant-at-Arms

It is the duty of the sergeant-at-arms to preserve order at all times and perform such other duties as assigned by the governor.

This person should take care of all the property of the district and assist the secretary in seeing that the national flag and district banner are displayed and assure that everything in the meeting place is properly prepared.

The duties of the sergeant-at-arms should be clearly outlined, and this officer should be included in all district and board meetings in a nonvoting capacity.

## Chaplain

When considering the office of chaplain, it is understood that districts 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 districts to use the chaplain as an important and meaningful office.

The chaplain should open all meetings with an invocation of blessing upon the district and he or she should deliver a suitable eulogy before the district upon the death of any of its members.

The duties of the chaplain should be clearly outlined, and this officer should be included in all district and 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 reconcile conflicts constructively.
12. Maintain flexibility and adaptability in changing situations.
13. Promote cooperative behavior.
14. Help the club and district make progress with their 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 intervene 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 international

#### ***Solutions:***

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

### **Apathetic Club or President or Advisor**

#### ***Warning Signs:***

- Unproductive or chaotic meetings
- Others complain, but don't accept responsibility
- Decline in number of projects as well as member's 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 & 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 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 at [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org) for a club building kit.



# Lieutenant Governor's Report on Club Activities

Lieutenant Governor \_\_\_\_\_ Area \_\_\_\_\_  
Club Name \_\_\_\_\_ Club Number \_\_\_\_\_  
Club President \_\_\_\_\_ Club Advisor \_\_\_\_\_  
Sponsoring Club \_\_\_\_\_ Date Contacted \_\_\_\_\_

## Membership Activity:

Number of Members \_\_\_\_\_  
New members reported to international and district \_\_\_\_\_  
Membership Recruitment Activities \_\_\_\_\_

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## Project Activity Report:

Name of Project \_\_\_\_\_ Date Held \_\_\_\_\_  
Membership Participation \_\_\_\_\_  
*Junior Civitan Insider* Report Submitted \_\_\_\_\_  
Purpose and Description of Project \_\_\_\_\_

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## District Report:

Officers Training (# of members participating) \_\_\_\_\_  
District Meeting(s) (# of members participating) \_\_\_\_\_  
District Project (s) (# of members participating) \_\_\_\_\_

## International Report:

Major Emphasis Charity Contribution:  
Sno-Do \_\_\_\_\_ Dance-a-thon \_\_\_\_\_ District Project \_\_\_\_\_ Direct \_\_\_\_\_  
International Projects: Social Causes Awareness Campaign, Creed Club, Fall Recruitment Campaign,  
World Junior Civitan Day, Collection Selection, Civitan/Advisor Appreciation Month, Environmental Awareness Campaign  
Name of Project \_\_\_\_\_ Date Held \_\_\_\_\_  
Membership Participation \_\_\_\_\_  
*Junior Civitan Insider* Report Submitted \_\_\_\_\_  
Purpose and Description of Project \_\_\_\_\_

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# 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.
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.** With a too small a table, some will be left out of seats and probably the discussion. Using a too large table or a table with 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 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 enough, so everyone can hear or 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 ended. Private conversations are unacceptable. 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 commitment from people is to have them actively participate in deciding what to do. It becomes their personal decision and they have a stake in seeing it work.
13. **Remain neutral.** If you disagree with the speaker, ask clarifying 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 cliques. 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. **Check often for area of agreement.** Itemize these areas in short summaries so the group can feel it is making progress.
19. **Outline the proposals** and discuss the advantages and disadvantages of each impartially. Ask each member for an opinion.
20. **Don't rush the discussion.** Most wrong solutions come from groups who have not taken the time to consider all the alternatives. Time spent here will be saved 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.
21. **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.
22. **Choose the strongest advocates when making any assignments.** They will work hardest to prove it was the right decision.
23. **Get a verbal commitment from each assignee.** This commits each person to the entire group and allows the group to hold its members accountable.
24. **Communicate with each member** who has been assigned a task. It's not necessary to interrogate a member about the assignment's progress, but reporting yours or someone else's progress will serve as a gentle prod if someone has been last in completing an assignment.



# 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 that the high ideals, aims and purposes of Junior Civitan may be furthered. Keep your vision elevated; always looking clearly toward the continued progress of Junior Civitan through unselfish 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)

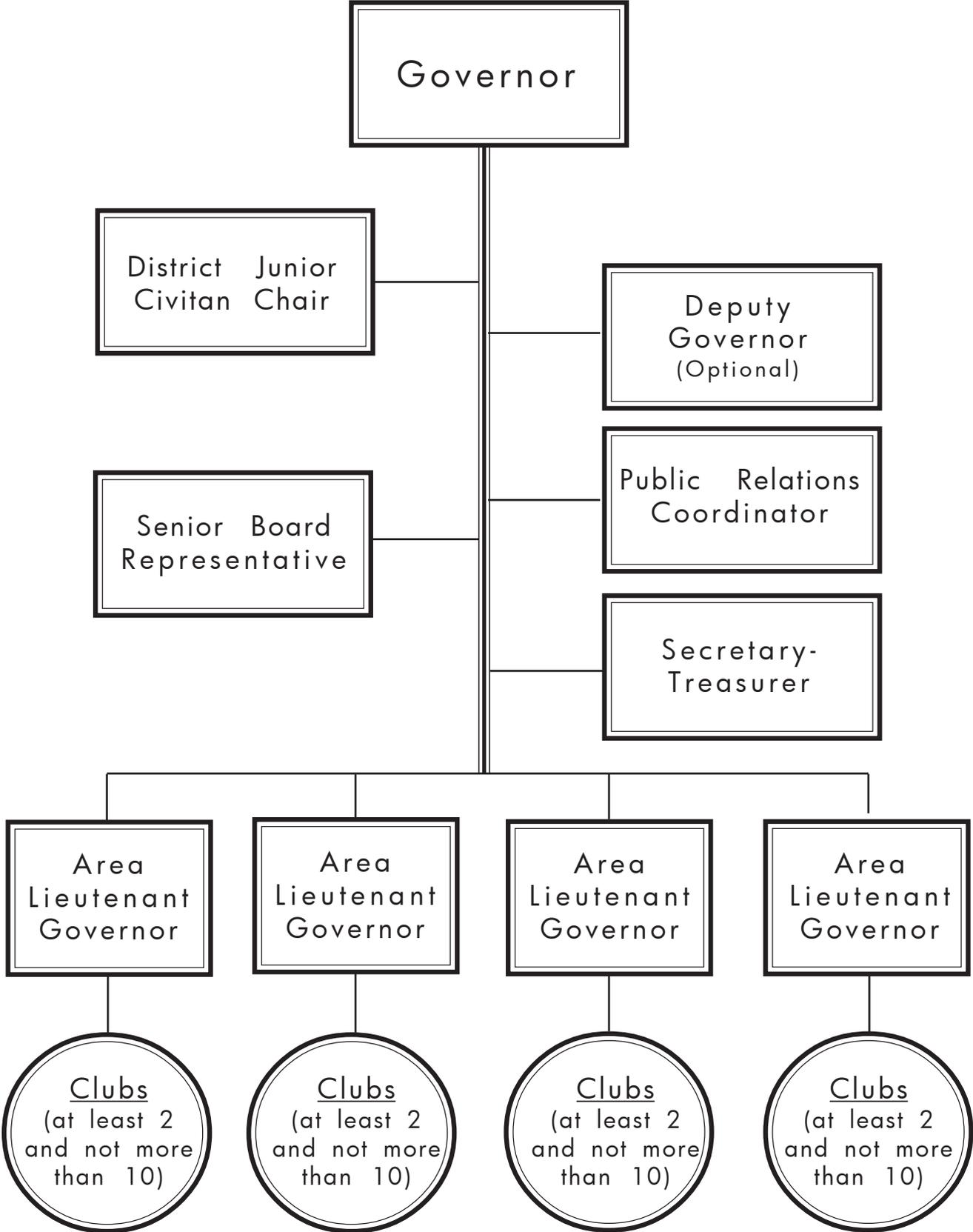
hand of fellowship and declare you the installed officers of the \_\_\_\_\_  
Junior Civitan Club. (name of club)

## Junior Civitan Year

# Important Dates To Remember

	<b>Club</b>	<b>District</b>	<b>International</b>
<b>J U L</b>	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
<b>A U G</b>	Start planning Membership Recruitment Campaign	Calendar of events due August 15	
<b>S E P</b>	Club officers report due; Club officers training <i>Membership Recruitment Campaign</i>	Club and district officers training meeting	
<b>O C T</b>	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 25
<b>N O V</b>	Dues sent to district and to Junior Civitan Intl. by November 1; <i>Junior Civitan Insider</i> deadline November 10 <i>Membership Recruitment Campaign • Collection Selection Month</i>		
<b>D E C</b>	Activities reports due by December 10; <i>Junior Civitan Insider</i> deadline December 10 <i>Collection Selection Month</i>	Governors report due by December 1; Sno-Do donations due December 20	
<b>J A N</b>	<i>Junior Civitan Insider</i> deadline January 10		Sno-Do January 23-27  International Board of Directors meeting January 22
<b>F E B</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	
<b>M A R</b>	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>	Senior governor-elect appoints new district Junior Civitan chair by March 1	Dance-a-thon March 6-9, 2015 in Myrtle Beach, SC
<b>A P R</b>	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	
<b>M A Y</b>	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
<b>J U N</b>	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 TBD

# District Organizational Chart



# Junior Civitan Club Building Program

A policy of both Junior Civitan International and Civitan International has been established to recognize Junior Civitans and 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 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 Civitan or Civitan member in-good-standing. All Civitan Certified Club Builders (members who have built adult Civitan clubs) will receive an insignia for their (senior) 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 seniors or Juniors.

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 Junior Civitan or Civitan.
2. Any Junior Civitan or Civitan district-wide meetings, area meetings and conventions.
3. Certain specified functions of Junior Civitan or Civitan 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.

*How do I start a Junior Fellow?*

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

**A.**

**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?

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.

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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](mailto: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 and 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 E-mail your information to [juniorcivitan@civitan.org](mailto: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

Club Name \_\_\_\_\_  
District \_\_\_\_\_

*Ship lapel pins and membership cards to:*

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

<i>Name of Club Members</i>	<i>Grade</i>
_____	_____
_____	_____
_____	_____

List any additional names on a separate sheet.

Authorized signature \_\_\_\_\_  
Title \_\_\_\_\_ Club/District \_\_\_\_\_

Mail to: Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744



## 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 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* or online at [www.juniorcivitan.org](http://www.juniorcivitan.org) under the member resources and literature and forms tab.

Articles should be written and judged with this important thought in mind: *Would I be interested if this story was about the activities of another 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 fundraising; 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.

Emphasis will always be placed on articles dealing with club service to school and community so **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. 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.

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 capture 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](mailto: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 fundraiser 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.



# 2014-15 District Board of Directors

*This report can also be found at [www.juniorcivitan.org](http://www.juniorcivitan.org) under the member resources and literature and forms section and may be completed and emailed to [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org).*

Name of District \_\_\_\_\_ Date \_\_\_\_\_

**Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Deputy Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Secretary/Treasurer\*** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**PR Coordinator** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Historian** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Chaplain** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Sergeant at Arms** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

*\* Secretary/Treasurer recommended as combined position but may be separate.*

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**District Chair** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

*Please attach a separate sheet listing any additional lieutenant governors or officers.*

- 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. Civitan District Governor

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

# Junior Civitan District Calendar of Events

District \_\_\_\_\_

Junior Civitan Chair \_\_\_\_\_

Junior Civitan Governor \_\_\_\_\_

## TRAINING

	<i>Date</i>	<i>Location</i>
District Officers:	_____	_____
Club Officers:	_____	_____

## MEETINGS

	<i>Date</i>	<i>Location</i>
District Board	_____	_____
	_____	_____
	_____	_____
	_____	_____
District-Wide	_____	_____
	_____	_____

## DISTRICT PROJECTS

<i>Project</i>	<i>Date</i>	<i>Location</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

## CONVENTION

<i>Date</i>	<i>Location</i>
_____	_____

## YOUTH SEMINAR (if applicable)

<i>Date</i>	<i>Location</i>
_____	_____

*(Please obtain this information from your district's youth seminar chair.)*

### **Mail to:**

Junior Civitan International  
 P. O. Box 130744, Birmingham, Alabama 35213-0744  
 Fax: (205) 592-6307 • E-mail: juniorcivitan@civitan.org



# Governor's Report

Name \_\_\_\_\_ Date \_\_\_\_\_

District \_\_\_\_\_

1. Since the Governors Training at the Junior Civitan International Convention, have you been in contact with your district Junior Civitan chair? \_\_\_\_\_
2. Have you, your district chair and board planned your entire calendar for the year? (Please attach calendar of events) \_\_\_\_\_
3. What new plans, projects, and programs did you discuss? \_\_\_\_\_  
\_\_\_\_\_
4. Have all your clubs received the *Club Administrative Manual*? \_\_\_\_\_
5. If not, why? \_\_\_\_\_
6. Have you been in contact with your lieutenant governors and have their duties been clearly outlined to them? Please explain. \_\_\_\_\_  
\_\_\_\_\_
7. Have you been in contact with ALL of your club presidents with an offer of assistance and enthusiasm to help each club have a banner year? Please elaborate. \_\_\_\_\_  
\_\_\_\_\_
8. District Meeting information: \_\_\_\_\_ Total number of clubs in district: \_\_\_\_\_
  - a. Date of last district meeting \_\_\_\_\_ Number of clubs represented \_\_\_\_\_
  - b. Did you hold training sessions for all club officers? \_\_\_\_\_
  - c. How was it conducted, and do you feel that the officers benefited from the training? Please explain. \_\_\_\_\_  
\_\_\_\_\_
  - d. Have you been contacted by the Civitan governor to speak at his or her senior district-wide meeting? \_\_\_\_\_
9. When did you start your fundraising for Sno-Do? \_\_\_\_\_ How is it going? \_\_\_\_\_  
\_\_\_\_\_
10. What major problems have you experienced since you became governor? Please be specific.  
\_\_\_\_\_  
\_\_\_\_\_

*(Use the back of this form for additional comments or information.)*

**Photocopy this form and send to:**

1. Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744
2. District Junior Civitan Chair
3. Senior District Governor



# Governor's Report

Name \_\_\_\_\_ Date \_\_\_\_\_

District \_\_\_\_\_

1. Have you been meeting regularly with your Junior Civitan chair? \_\_\_\_\_
2. Most of your clubs should have reported dues by now. Has this been the case in your district? \_\_\_\_\_
3. Has your district chartered or been working to charter any new clubs? \_\_\_\_\_ How many? \_\_\_\_\_
4. Have your lieutenant governors and deputy governor been assisting you in contacting clubs and maintaining better communications? \_\_\_\_\_ If not, why? \_\_\_\_\_  
\_\_\_\_\_
5. What major areas do you seem to be having trouble with? \_\_\_\_\_  
\_\_\_\_\_
6. District Meeting information: \_\_\_\_\_ Total number of clubs in district: \_\_\_\_\_
  - a. Date of last district meeting \_\_\_\_\_ Number of clubs represented \_\_\_\_\_
  - b. What kind of programs and workshops were held? Please explain. \_\_\_\_\_  
\_\_\_\_\_
  - c. Has your Civitan governor asked you to speak at his or her district-wide meeting? \_\_\_\_\_
7. Is your district growing? \_\_\_\_\_ If not, what seems to be the problem? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How much have you raised for Sno-Do to date? \$ \_\_\_\_\_ If you have not already, how do you plan to reach your goal? \_\_\_\_\_  
\_\_\_\_\_
9. Before the end of the year, what do you want to see happen in your district? Please be specific.  
\_\_\_\_\_  
\_\_\_\_\_

*(Use the back of this form for additional comments or information.)*

**Photocopy this form and send to:**

1. Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744
2. District Junior Civitan Chair
3. Civitan District Governor



# Governor's Report

Name \_\_\_\_\_ Date \_\_\_\_\_

District \_\_\_\_\_

1. What is the date and location of your district convention? \_\_\_\_\_

2. Have all the plans for the district convention been completed? \_\_\_\_\_

3. Have all your clubs been notified? \_\_\_\_\_ How? \_\_\_\_\_

4. What actions have been taken to assure that all your clubs will be well represented? \_\_\_\_\_  
\_\_\_\_\_

5. So far this year, have you been receiving the cooperation of the Civitan clubs in your district? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. As you prepare for the end of the year and your district convention, what major problems are you encountering? Explain fully. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. So far this year, how have your district officers performed in their duties and responsibilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How much have you raised for Sno-Do to date? \$ \_\_\_\_\_ If you have not already, how do you plan to reach your goal? \_\_\_\_\_  
\_\_\_\_\_

9. What advice will you give to next year's governor to help him or her have a successful year and avoid some of the problems you have encountered? Please be specific. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use the back of this form for additional comments or information.)*

**Photocopy this form and send to:**

- 1. Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744**
- 2. District Junior Civitan Chair**
- 3. Civitan District Governor**



*This Report Due Immediately After Your District Convention*

# 2015-16 District Board of Directors

*This report can also be found at [www.juniorcivitan.org](http://www.juniorcivitan.org) under the member resources and literature and forms section and may be completed and emailed to [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org).*

Name of District \_\_\_\_\_ Date \_\_\_\_\_

**Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Deputy Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Secretary/Treasurer\*** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**PR Coordinator** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Historian** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Chaplain** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Sergeant at Arms** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

\*Secretary/Treasurer recommended as combined position but may be separate.

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**Lt Governor** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Grade \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Member of \_\_\_\_\_ Junior Civitan Club Email: \_\_\_\_\_

**District Chair** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 City \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 City \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

*Please attach a separate sheet listing any additional lieutenant governors or officers.*

- 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. Civitan District Governor

Names and addresses of Junior Civitan governors and chairs 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 return by May 31 to:**

Youth and Campus Assistant  
Civitan International  
P.O. Box 130744, Birmingham, AL 35213-0744

***This information can be sent via E-mail to [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org).***

Please type or print.

Junior Civitan Club: \_\_\_\_\_

Mailing address for club: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & Home Address with Postal Code	College	Office in Junior Civitan



# Honor District Honor District of Distinction Honor District of Excellence

To become a Junior Civitan International Honor District, all mandatory items must be fulfilled and 300 points must be attained. All supporting materials for Section D **must** accompany this application. District of the Year nominations are not satisfactory substitutes for the required accompanying material.

**Governor for Award Year**

Name \_\_\_\_\_ District \_\_\_\_\_

**A. MEMBERSHIP:**

- 1. District achieved a net membership increase in those clubs existing for the entire year. (Membership in clubs lost or gained will not be included in the "net" membership.) \_\_\_\_\_ 50 points
- 2. District achieved an overall membership increase of 25%. \_\_\_\_\_ 50 points
- 3. District achieved an overall increase of 200 members. \_\_\_\_\_ 50 points
- 4. District achieved an overall increase in clubs and in membership. \_\_\_\_\_ 50 points

**B. MEETINGS:** All Items Mandatory.

- 1. District convention:  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 25 points
- 2. Hold one district wide meeting:  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 25 points
- 3. Two meetings of the district board:  
Date: \_\_\_\_\_ Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 25 points

**C. TRAINING:** All Items Mandatory

- 1. Training academy for all club officers  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 20 points
- 2. Training academy for all district officers  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 20 points
- 3. Governor and district chair attend international convention for training. (If the district chair has not been appointed by the convention date, their absence will be waived.) \_\_\_\_\_ 20 points

(over)

**D. DISTRICT MANAGEMENT:** All supporting materials must accompany application.

1. Written communication of all district-wide meetings and conventions sent to all clubs. \_\_\_ 15 points
2. Minutes of all meetings of the district board and district-wide meetings provided to Junior Civitan International. \_\_\_ 15 points
3. District had a net increase in clubs. \_\_\_ 20 points
4. District bulletin published and mailed to club presidents and advisors. (If you have at least one article per issue in the senior newsletter, you can qualify as long as it is sent to the club presidents and advisors.) \_\_\_ 15 points
5. District had a minimum of 15 percent of its clubs achieve honor club status. \_\_\_ 20 points
6. District had a minimum of 25 percent of its clubs achieve Collection Selection recognition. \_\_\_ 15 points
7. District had a minimum of 50 percent of its clubs participate in major emphasis charity of international. \_\_\_ 15 points
8. District representative for Sno-Do achieved minimum in donations. \_\_\_ 10 points
9. District representative for Dance-a-thon achieved minimum in donations. \_\_\_ 10 points
10. Hold one district-wide project. \_\_\_ 15 points
11. Make one presentation to all the Civitan delegates at one senior district-wide meeting. \_\_\_ 15 points
12. Enroll 10 percent or more of current year membership in Creed Club. \_\_\_ 10 points

**Total Points for Honor District** \_\_\_\_\_

**Honor District of Distinction**

*To be recognized as an Honor District of Distinction, a district must achieve Honor District and achieve growth as outlined below. This item is mandatory.*

1. Must achieve a minimum of 50 points in Section A - Membership on Honor District application. Yes  No

**Honor District of Excellence**

*To be recognized as an Honor District of Excellence, a district must achieve Honor District of Distinction and fulfill all items in this section. All items are mandatory.*

1. 50 percent of clubs must support major emphasis charity of Junior Civitan International or a minimum of \$2,500 must be contributed district wide. Yes  No
2. Held a joint Junior-Senior project or meeting. Yes  No   
Date: \_\_\_\_\_ Event: \_\_\_\_\_ Location: \_\_\_\_\_
3. The district representative for Sno-Do shall reach the minimum as well as attend Sno-Do, and the district must have district representatives for all other international fundraisers and they must reach the minimum for their respective events. Yes  No

Signature \_\_\_\_\_  
Junior Civitan Governor

Signature \_\_\_\_\_  
District Chair

# Distinguished Governor Application Due June 1

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

To become a Junior Civitan International Distinguished Governor, one must attain 350 points. Those who attain 425 points and above will be recognized as a Distinguished Governor of Excellence.

**Qualifications:**

- A. Your district must be in-good-standing with Junior Civitan International.
- B. You must have attended the international convention prior to your year as incoming governor.
- C. You must be a member of the Creed Club.
- D. You must turn in the minimum donation amount for all international fundraisers in which you participate.

**1. GROWTH:** All points are based on the district membership and number of clubs recorded at the start of the Junior Civitan fiscal year beginning July 1.

**A. Membership**

- Net loss in membership \_\_\_\_\_ -15 points
- Net gain from 0 to 10 percent \_\_\_\_\_ 25 points
- Net gain from 11 to 20 percent \_\_\_\_\_ 35 points
- Net gain above 20 percent \_\_\_\_\_ 50 points

**B. Clubs**

Each existing club lost receives a minus 15 points

Number of clubs lost = \_\_\_\_\_ X -15 = \_\_\_\_\_ - \_\_\_\_\_ points

Each new club chartered receives 30 points

Number of clubs chartered = \_\_\_\_\_ X 30 = \_\_\_\_\_ \_\_\_\_\_ points

**Subtotal points from Section 1** \_\_\_\_\_ **points**

**2. MEETINGS:**

**A. Participation in at least one officers training meeting/academy and one district-wide meeting.**

1. Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 30 points

2. Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 30 points

**B. Participation in annual convention.**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 25 points

**C. Attend and be on the program of at least one Civitan district-wide meeting.**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 15 points

**D. Attend and be on the program of at least one Civitan district-area meeting.**

*(If your district does not hold district-area meetings this will be waived)*

Date: \_\_\_\_\_ Location: \_\_\_\_\_ \_\_\_\_\_ 5 points

**Subtotal points from Section 2** \_\_\_\_\_ **points**

**3. PROJECTS:**

- A. Have a district-wide project. This may be fundraising or service.  
\_\_\_\_\_ 30 points  
(event) (fund raising or service)  
65 percent or more of the clubs in your district participate \_\_\_\_\_ 25 points
  - B. Reach or surpass Sno-Do goal set for district, or \$7,500 overall or \$2,500 from outside Civitan \_\_\_\_\_ 25 points
  - C. A minimum of 50% of club support the major emphasis charity of international \_\_\_\_\_ 30 points
  - D. At least 25 percent of the clubs participate in Collection Campaign \_\_\_\_\_ 30 points
- Subtotal points from Section 3** \_\_\_\_\_ **points**

**4. HONOR CLUB:** Points received on the percentage of clubs that attain "Honor Club" status:

- One to 15 percent \_\_\_\_\_ 20 points
  - 16 to 25 percent \_\_\_\_\_ 25 points
  - Above 25 percent \_\_\_\_\_ 30 points
- Subtotal points from Section 4** \_\_\_\_\_ **points**

**5. MANAGEMENT:** All "Governors Reports" must be filed with world headquarters by the requested due dates listed on the forms.

- October 1st \_\_\_\_\_ 20 points
  - December 1st \_\_\_\_\_ 20 points
  - February 15th \_\_\_\_\_ 20 points
  - Report newly elected officers after convention \_\_\_\_\_ 20 points
- Subtotal points from Section 5** \_\_\_\_\_ **points**

**6. DISTRICT'S HONOR AWARD ACHIEVEMENT:** Points received on the level achieved.

- District achieved Honor District for current year \_\_\_\_\_ 20 points
  - District achieved Honor District of Distinction for current year \_\_\_\_\_ 25 points
  - District achieved Honor District of Excellence for current year \_\_\_\_\_ 30 points
- Subtotal points from Section 6** \_\_\_\_\_ **points**

**Final Score: Total Points Received** \_\_\_\_\_

**This application form should be included in your Governor of the Year nomination.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Junior Civitan Governor Junior Civitan District Chair*

# Biography for Junior Governors

*Please type or print, attach a photograph and mail promptly.*

Your District \_\_\_\_\_ Your Club \_\_\_\_\_

Name \_\_\_\_\_ Home Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Year you joined Junior Civitan \_\_\_\_\_

I reside with  Parents  Mother  Father  Legal Guardian

Father's Full Name \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Mother's Full Name \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Birth Date (month/day/year) \_\_\_\_\_

School \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Hobbies and Sports Interests \_\_\_\_\_

Musical Interests and Special Talents \_\_\_\_\_

Past Junior Civitan Club and District Offices Held \_\_\_\_\_

Current Junior Civitan Club Offices Held \_\_\_\_\_

Membership in Other Organizations \_\_\_\_\_

Special Honors and Recognitions Received \_\_\_\_\_

Miscellaneous Information \_\_\_\_\_

Is any member of your family active in Civitan? \_\_\_\_\_ Explain \_\_\_\_\_

List Local and School Newspapers (attach a list with addresses and editors) \_\_\_\_\_

*Please attach a photograph before mailing!*

**Mail to: Junior Civitan International, P. O. Box 130744, Birmingham, Alabama 35213-0744**

# 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 Junior and senior Civitan clubs 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 or geographic area where Junior and senior Civitan clubs exist. All nominations must be submitted by the Junior and senior 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\*\***

International Honor Keys will be presented to the two members who, having received nomination of their district (only one nomination for male and one for female per 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. Each 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.

### **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.

### **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.

# 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 Microsoft Word file format on disk 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, 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 Countdown 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 businesslike 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 \_\_\_\_\_, 20\_\_.

### *Items to be considered for the bylaws are:*

Method of voting	Resolutions and subscriptions
Method of electing officers	Surrender of charter
Committees	Rules of Order
Duties of committees	Amendments

# Change of Address Notice

Use the following forms to notify Junior Civitan International of any changes in contact information for your district officers and chairperson. Be sure to complete these forms neatly with all necessary information. Make sure that you indicate the full name of your district. Without this information, we cannot guarantee proper and immediate processing of changes. Please cut and mail this form as needed.

**Mail changes to: Junior Civitan International, P.O. Box 130744, Birmingham, Alabama 35213-0744  
or E-mail to [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org)**



**Junior Civitan District Officer or Chair Contact Information Correction**  
Please print or type

District \_\_\_\_\_

Officer Name \_\_\_\_\_ Office held \_\_\_\_\_

**Correct Contact Information is:**

Street Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_



**Junior Civitan District Officer or Chair Contact Information Correction**  
Please print or type

District \_\_\_\_\_

Officer Name \_\_\_\_\_ Office held \_\_\_\_\_

**Correct Contact Information is:**

Street Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_



**Junior Civitan District Officer or Chair Contact Information Correction**  
Please print or type

District \_\_\_\_\_

Officer Name \_\_\_\_\_ Office held \_\_\_\_\_

**Correct Contact Information is:**

Street Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

# Junior Civitan Charter Supplies Order Form

Name of New Club: \_\_\_\_\_ Junior Civitan Club  
 Sponsoring Club: \_\_\_\_\_ Civitan Club  
 District No. \_\_\_\_\_ Sponsoring Club No. \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Need by \_\_\_\_\_

I request special shipping to meet my "Need by" date. A \$5.00 Rush Fee will be assessed.

**Ship to:**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Bill to:**     Sponsoring Civitan Club     Junior Civitan District     Civitan District



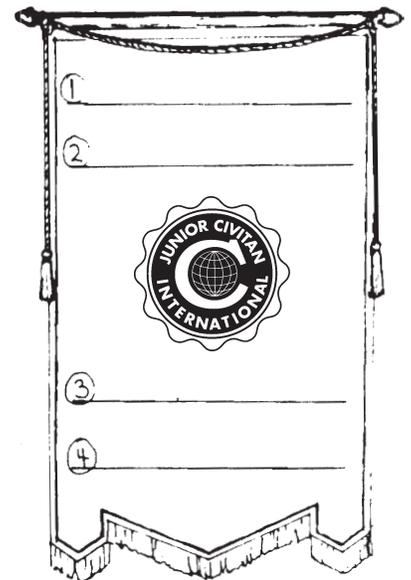
The framed club charter, membership cards, supply catalog, *Club Administrative Manual* and *Junior Civitan Insider* magazines are provided free of charge.

The following items may be purchased by the sponsoring Civitan club, Junior Civitan district or Civitan district:

- \_\_\_\_\_ Y801 Member Pin ..... \$3.00
- \_\_\_\_\_ Y803 President Pin ..... \$5.00
- \_\_\_\_\_ Y804 Vice President Pin ..... \$5.00
- \_\_\_\_\_ Y805 Secretary Pin ..... \$5.00
- \_\_\_\_\_ Y806 Treasurer Pin ..... \$5.00
- \_\_\_\_\_ Y807 Chaplain Pin ..... \$5.00
- \_\_\_\_\_ Y808 Sergeant-at-Arms Pin ..... \$5.00
- \_\_\_\_\_ Y809 Advisor Pin ..... \$5.00
- \_\_\_\_\_ Y810 Officer Pin ..... \$5.00
- \_\_\_\_\_ Y811 PR Coordinator Pin ..... \$5.00
- \_\_\_\_\_ Y849A Membership Creed without frame ..... \$1.25
- \_\_\_\_\_ Y850 Program Cover Folder  
       package of 100 ..... \$12.50
- \_\_\_\_\_ Y854 Gavel with Junior Civitan Emblem ..... \$19.00
- \_\_\_\_\_ Y855B Gavel with Junior Civitan Emblem  
       and goldtone Band ..... \$24.00
- \_\_\_\_\_ YC2 Bronze Bell with Bell Top ..... \$185.00  
       All engraving, per letter...\$0.20  
       *Attach sheet with legibly printed or typed  
       engraving instructions*
- \_\_\_\_\_ YC14J Junior Civitan Banner with cross rod,  
       cord and tassel ..... \$135.00

**Note:**

Junior Civitan International logo standard on all banners. Extra charge for more than 35 letters  
**Allow 6 to 8 weeks for shipping.**  
 Please type or print legibly lettering instructions below.



Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_  
 Line 4 \_\_\_\_\_

.....  
 Shipping charges will be added to invoice. Minimum order accepted is \$10.00. A handling fee of \$2.50 will be added to all orders under \$25.00. Rush orders will result in additional charges. All supply prices subject to change.

**Please allow 4 to 6 weeks shipping time for supplies. Banner preparation requires 6 to 8 weeks.**



2014-15 Governors and Chairs Listing

District	First	Last	Position	Address	City, State, Zip, Country	Email	Home	Cell
Alabama Central	Lisa	Abercrombie	Chair	677 Moores Mill Drive	Auburn AL 36830-7597	ctalha@aol.com	334-502-4359	334-332-4192
Alabama Central	Cambron	Bice	Governor	1480 College Street	Alexander City AL 35010	cbice17@yahoo.com	256-234-0213	--
Alabama North	Kathy	Blades	Chair	122 Waterchase Drive	Huntsville AL 35806-4247	warrenblades@bellsouth.net	256-837-8208	--
Alabama North	Shelbie	Runions	Governor	28338 West Limestone School Rd	Lester AL 35647	s.runions@me.com	256-771-1211	256-431-6183
Alabama-West Florida	Liz	Borders	Chair	306 Lake Oliver Drive	Enterprise AL 36330	lizborders@hotmail.com	--	334-447-9478
Alabama-West Florida	TBA		Governor				--	--
Appalachian	Tammy	Pearson	Chair	2561 Battlfield Parkway	Fort Oglethorpe GA 30742-4035	tpearson@elitetteleco.com	706-375-6312	--
Appalachian	Bailey	Willis	Governor	184 County Road 711	Athens TN 37303	spotted_racker@yahoo.com	423-333-2910	--
California	Sandle	Shapiro	Chair	1138 Fordham Avenue	Modesto CA 95350-4914	sandle.shapiro@comcast.net	209-572-2833	209-484-6471
California	TBA		Governor				--	--
Canadian East	Heather	Legge	Chair	376 Cram Street	Carleton Place ON K7C 3N8 CANADA	leggerh@sympatico.ca	613-257-5110	--
Canadian West	Rick	Elismere	Chair	2516 Lloyd Street	Innisfil ON L9S 2H2 CANADA	rellsmere@rogers.com	--	--
Canadian West	Farouk	Shoukry	Governor	1404-700 Constellation Drive	Mississauga ON L5R3G8 CANADA	f.shoukry1997@hotmail.com	--	--
Cardinal	Jeanne	Jarrett	Chair	104 Woodshire Place	Charleston WV 25314-1632	jarrett104@aol.com	304-344-9029	--
Cardinal	Cheri	Tolly	Co-Chair	132 Aspen Court	Delaware OH 43015-2786	catolly2006@yahoo.com	419-989-2002	720-223-4686
Cardinal	Drew	Gupta	Governor	1939 Parkwood Road	Charleston WV 25314	arkadrew@gmail.com	304-590-4003	--
Chesapeake	Carmen	Gorby	Chair	8010 Solley Road	Glen Burnie MD 21060	carmerfordhos@aol.com	410-439-8747	--
Chesapeake	TBA		Governor				--	--
Florida	Penny	Bonawitz	Chair	17731 Currie Ford Drive	Lutz FL 33558-8037	pbonawitz@gmail.com	813-961-3780	843-902-2279
Florida	Michael	Romano	Governor	8051 Belshire Drive	Orlando FL 32835	m.romano3@aol.com	407-325-1013	--
Georgia	Constance	McManus	Chair	876 Park Manor Court	Marietta GA 30064-1457	constancemcmanus@yahoo.com	770-428-3413	--
Georgia	TBA		Governor				--	--
Great Southwest	Patsy	Perkal	Chair	13226 Sunset Canyon Drive NE	Albuquerque NM 87111-4220	pberkal55@gmail.com	505-299-5040	--
Great Southwest	Remi	Ward	Co-Governor	1912 Roanoice Drive NE	Rio Rancho NM 87149	remi.ward98@gmail.com	505-730-4572	--
Great Southwest	Kali	Wilson	Co-Governor	1104 Bona Terra Place NW	Albuquerque NM 87111	kali.wilson2698@gmail.com	505-414-4700	--
Heart of the West	Teresa	Wakeman	Chair	562 Euclid Avenue	Pocatello ID 83201-3805	civitanteresa09@cablcone.net	--	(208) 251-2773
Heart of the West	TBA						--	--

2014-15 Governors and Chairs Listing

District	First	Last	Position	Address	City, State, Zip, Country	Email	Home	Cell
Heartland	Delsa	Adams	Chair	320 Sierra Madre Drive	North Little Rock AR 72118-3457	delsa.adams@sbglobal.net	(501) 753-6268	--
Heartland	TBA		Governor				--	--
Magnolia	Barbara	Holyfield	Chair	7753 Poplar Springs Drive	Meridian MS 39305-8914	barbaraholyfield@bellsouth.net	601-483-4234	601-527-3948
Magnolia	Camie	Parker	Governor	10201 Clearwater Road	Vance MS 39565	c.parker216@gmail.com	228-217-2040	--
Mississippi North	David	Neilsen	Chair	336 Barnes Crossing Road	Saltito MS 38866-9310	dneilsen@att.net	662-844-5276	--
Mississippi North	Michael	Dill	Governor	142 Water Street	Saltito MS 38866		662-871-9034	--
New England	Matthew	Oblon	Chair	174 Highland Avenue	Wallingford CT 06492-2147	moblon@hitachi-aloka.com	203-284-1685	203-415-8905
North Carolina East	Velvet	Leggette	Chair	6225 Hampton Ridge Road	Raleigh NC 27603-9288	leggs6698@aol.com	919-773-1481	--
North Carolina East	Leigh	Wilkinson	Co-Chair	106 Forest Oaks Drive	New Bern NC 28562-9082	law@wardandsmith.com	252-638-2533	252-229-2533
North Carolina East	Caitlyn	Delgado	Governor	2502 Olivet Court	Greensboro NC 27406	cait.delgado@gmail.com	336-932-9241	--
North Carolina West	Craig	Culberson	Chair	109 Gran Court	Moorestville NC 28117	cculberson@ci.moorestville.nc.us	704-277-2169	--
North Carolina West	Brandy	Kegeris	Governor	290 Russell Ridge Road	Gold Hill NC 28071	brandykegeris@yahoo.com	--	704-614-2892
North Central	Mark	Fischer	Chair	8844 Woodland Drive	Newburgh IN 47630-2406	fischmark@aol.com	812-853-5529	--
North Central	Trent	Wilkes	Co-Chair	1089 1st St SE	Linton IN 47441	twilkes@lintonmusicfest.com	--	812-699-7736
North Central	TBA		Governor				--	--
South Carolina	Richard	Gay	Chair	430 Rogers Lane	Lancaster SC 29720-6530	richard.gay@lcsdmail.net	803-285-1982	803-287-3971
South Carolina	Betsy	Nunnery	Co-Chair	108 Amberly Court	Columbia SC 29212-0981	b3nunn@aol.com	803-749-8269	--
South Carolina	Rachel	Mann	Governor	525 Windward Point Court	Columbia SC 29212	rachelmann06@gmail.com	803-960-4527	--
Valley	Marie	Pickett	Chair	165 Donetta Lane Apt. D203	Ashland City TN 37015	mpickettjrcivitan@gmail.com	--	--
Valley	Hunter	Neubauer	Governor	3021 Trough Springs Road	Clarksville TN 37043	hunter.neubauer1999@gmail.com	931-436-6869	--