

Activities Report

Save this form on your desktop and E-mail as an attachment to JuniorCivitan@Civitan.org

Give as much information as possible on each report. Hopefully, you will be able to fill out each section of the report. Refer to your *Club Administrative Manual* for the addresses of your district Junior Civitan governor and chair.

Name of Club _____ District _____

Name of President _____

Name of Advisor _____

Part I: Club Meetings (since last report)

Date	# in Club	# Present	Date	# in Club	# Present
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PART II: Visitations

1. Has a lieutenant governor been in contact with your club since last report?

- Yes
- No

2. Have any of your club members visited a meeting or project of your sponsoring senior Civitan club since last report?

- Yes
- No

3. Have any members of your sponsoring senior Civitan club been to any of your club meetings or projects since last report?

- Yes
- No

Part III: Club Activities

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

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

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

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

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

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

7. Has your club received dues payment information from Junior Civitan International?

Yes

No

If no, contact Junior Civitan International immediately!

8. Is your club experiencing any problems?

Yes

No

If yes, please explain:

Date _____

Check here to indicate your club president has reviewed and verified this report.

President's Name _____

Check here to indicate your club secretary has reviewed and verified this report.

Secretary's Name _____

Send this form to:

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

Names and addresses of Junior Civitan Governors and Chairs can be found at the end of your Club Administrative Manual.