



***District
Convention
and
Meeting
Manual***

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Introduction and Purpose

It is a fact that most of the strongest Junior Civitan clubs come from districts that in their own right, have a strong program with great district meetings, projects and conventions. Clubs that attend these district functions prosper through the service, knowledge and fellowship that surrounds the young people and adults at these events.

This manual has been designed to give the Junior Civitan district chair, as well as other Junior and senior Civitan district officers, guidelines for holding the most successful district convention ever. This event is one of the keys to having a strong successful district year after year. This manual can also provide direction to a new district chair as they work to implement the convention in conjunction with their new position.

You are encouraged to take this manual and delegate the responsibilities that are outlined to members of your convention committee. Be sure to use information derived from past district events or other districts of similar size. Remember to always consider your own district when reading this manual and organizing your convention. Certain steps of this manual may not apply to your district and may need to be altered to fit your needs. This manual is meant to be used as an outline and to assist you as you plan.

Good luck with your district convention! If you have any questions about this manual or about the organization and planning of your convention, please contact:

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Length of a District Convention

There is no official length for a district convention. Most of our districts conduct their convention over a two or three day period. You select the time that is right for you.

When deciding the length of your convention, take several things into consideration. First, how far will the clubs in your district be traveling? You will want to make sure that they have enough time to enjoy themselves before it is time to go back home. Remember that many of your adult advisors will be driving the Junior Civitans to the convention and they deserve to have a rest before having to drive the students back home.

Also, consider your budget when deciding the length of your convention. Is it financially feasible to provide lodging for one night, two nights or even three nights? Be aware that the convention needs to be affordable for all of the delegates in attendance.

Finally, consider the length of your district convention last year. Was the length of time suitable? Should the event be shorter or longer this year?

If your district has not coordinated a convention in the past, please consider a one night convention for the first few years. This will make it much easier for you to become accustomed to conducting an event of this magnitude.

Please note: This manual was assembled with sample budgets and agendas based on conventions conducting a two night convention.

Selecting Convention Dates and Site

It is the responsibility of the district chair and the Junior Civitan governor to set the dates and location for the district convention. This should be done in accordance with the best dates that have attracted the largest attendance from your membership. A popular location that can attract the highest attendance should also be considered. If the convention dates and location must be approved by the district board, they should meet and vote on this eight to nine months prior to the convention.

Setting the dates and location of the convention early is one of the most important steps towards a successful event. The reason is simple and understandable. When a district announces the convention dates and location at the club officers training academy in August or September, then your clubs can work with these dates. Many of your club officers and district members will also be a part of the student council or know fellow classmates that are. They can alert them about the spring dates which usually are filled with proms and other high school spring functions.

Even though you have planned properly and announced your convention dates and location early in the year, you will always have one or two clubs that will have a conflict with the dates. Of course, you will obviously not be able to please every club with the dates of your convention, but do not back off to please one or two clubs quickly. Your clubs will have seven to eight months to plan on how they will attend and be represented.

Example: If your date and location for your convention is set and consequently it is on the same weekend as 12 out of 14 of your clubs have scheduled their proms, then a date change is necessary.

If for any circumstance you must change your dates and/or location for your convention, notify your district members IMMEDIATELY! Communicating this change is crucial!

Where Do I Begin to Look for a Location?

The first suggestion would be a central location for your clubs. This will reduce the travel time. An area hotel, a college campus or youth center will all provide an excellent facility for your convention. Local campgrounds with lodging facilities are also a possibility.

Most establishments are very pleased to have a group of our kind visit with them for a weekend. Here are a few tips to ask the establishment management when you first meet with them:

- Ask up front if they have had any student groups or similar groups like Junior Civitan book a convention or meeting with them recently. Ask the establishment manager if they have had any problems with student groups in the past. Ask them how their staff feels about working with student groups.
- “Can I block rooms on the weekend selected?” Base your attendance predictions on the attendance from last year.
- Ask if there will be any other groups at the facility during your convention. Having a Junior Civitan convention at a hotel with a college fraternity gathering could produce much more work for your Sergeant-at-Arms Committee or security personnel.
- Ask if there are special rates for convention groups. “Are there special room rates?” “Are there special rates for four guests to a room?” “Three guests to a room?” “Two guests to a room?”
- “How many meeting rooms are available during the weekend?” “How large are they?” Most importantly, “Am I charged extra for using the rooms or is the use of these rooms complimentary since I am booking sleeping rooms with the convention?” “Do you charge extra for setting up our meeting rooms?” “Are there extra charges for audio visual equipment such as slide projectors or screens?”
- Review suggested food menus. Select meals that will satisfy a variety of tastes. Remember that some convention delegates may have special dietary needs, such as vegetarian. Make arrangements to meet these needs. Most important: Ask if tax and gratuity are included in the price of each meal. Not including this charge in your convention budget could cost you hundreds of extra dollars.
- When negotiating a price for your rooms and meals, make sure that the prices you are quoted will still be in effect at the time of your convention. Ask the establishment management if they are anticipating a price increase on the room rates or meal costs. Make sure you sign a contract that states that the prices can not increase prior to the dates of your convention.

- If you are anticipating local Civitan clubs or businesses to donate food or snack items, make sure that you tell the establishment management. Many hotels have very strict policies about bringing in food items from outside sources, other than their own catering services. Tell the management that by bringing in these donated items they can be assured of a higher attendance at the convention because the price can be lower. More people, means more money for them. If they already have a policy in place, honor that policy.

- The final booking of rooms, meeting space and banquet meals can be confusing. Discuss with the management for a final date when exact numbers and room counts are due. Always ask this question! Some establishments, especially hotels, will expect final numbers as much as two weeks in advance of your convention. The tricky thing is that they will hold you to these numbers and charge you even if you do not use the rooms, meeting space or food reservations. Be very careful when dealing with these final number counts. Good communication is essential! If for any reason your room counts or food reservations change, contact the management immediately!

- Ask if there are area attractions or on-site facilities for your use during the convention. “Is there a swimming pool for our use?” “Is there a facility for recreation such as basketball or soccer?” “Are there any area attractions that would be of interest to our convention delegates?” If so, contact them for group discounts or tickets. During most conventions, there is some amount of free time provided and you could provide this information to everyone to avoid questions at a later time.

Selecting a Convention Committee

Once the Junior Civitan governor and chair have the district board's approval on the dates and site for the convention, a committee should be selected. The committee members should all have specific duties pertaining to the success of the event. Hold committee meetings throughout the year to make sure all of the assigned duties are being handled. Have committee members report on their progress in their assigned areas at each meeting.

Some districts ask a Junior Civitan club and a senior Civitan club to act as hosts for the convention. They can provide tremendous help to you and your committee.

The following people should be considered for your selection of a Convention Committee:

- Junior Civitan Governor
- Junior Civitan District Chair
- Deputy Governor
- Lieutenant Governors
- Public Relations Coordinator
- Host Junior Civitan Club Representative
- Host Civitan Club Representative
- Junior Civitan Club Advisor(s)

Of course, you may wish to add others to your committee.

The First Meeting

The first meeting of the Convention Committee should be held sometime in the fall. The best dates usually fall on the same weekend as a district wide meeting, district board meeting or even at the officers training meeting.

Agenda items during the first meeting should include:

Evaluate last year's convention

- Goals and objectives for this year's convention
- Appointments and responsibilities assigned
- Convention budget
- Pre-agenda set
- Set theme for weekend
- Advertise! Advertise! Advertise!
- Set date for future planning meetings

Your Convention Committee should meet at least two more times before the actual convention weekend. Please be sure to include all the members of the committee when assigning responsibilities.

Also, the committee should act as a staff faculty the weekend of the event. Plan to have a short meeting the night before your convention begins to tie up any loose ends and review the responsibilities of everyone involved as well as to inform them of any last minute developments.

Please note: When the site of your convention does not change year after year, please be sure that the host clubs rotate. Do not use the same club(s) to host the event two years in a row.

Convention Budget

After you have your date and location confirmed, the next step is to make your convention budget. Through a budget, you will determine a registration cost for the convention, therefore, you will be able to establish a registration cost for each person attending.

There are two separate items to be considered when setting your budget. The first item to consider is your costs for your facilities such as rooms, provided meals, meeting rooms, etc. The second item covers the district's cost of items that are provided while at the convention such as awards, thrift, dance disc jockey, decorations, etc. Before you set your budget, you must first work with the selected site on room costs, meal costs and any other costs you would experience from using this establishment. Next, you should consider and predict all costs the district will encounter over and above the cost of the establishment.

Most districts allow their convention to be a fund raising effort. It can be one of the main objectives for having the event. It is a very indirect objective because most people have a negative attitude toward the district showing a profit on any event like this.

A convention is an event for fellowship, knowledge and competition as well as the recognition of clubs and individuals for their great accomplishments. If the district convention does not have a budget and attempts to set a registration fee based on hit and miss figures, the district will most probably end up in the red with large debts.

Be sure to review the previous section on "Where Do I Begin to Look for a Location?" as it includes questions that you will need the answers to before your budget can be established.

Once you have found the best establishment to hold your convention and have locked in the prices for all of your rooms and meals provided, the next step is to prepare a budget based on these and other expenses you know will be incurred from this event.

The following items should be included in the budget and be spread out evenly among the registration fee:

- All complimentary meals and room charges for district officers, special guests and judges. You may choose to overestimate these costs to cover any last minute guests who should be covered.
- All certificates, plaques, patches, pins, honor keys and trophies for your awards ceremonies.
- Gifts, special recognitions, door prizes, disc jockey expenses, flowers, table decorations or other special items that are needed for the event.
- All items from the Civitan Supply House such as program covers, place cards for your headtable and club advisor gifts.

➤ All printed materials for the convention. This includes packets that are mailed to the clubs in January about the convention, the convention programs, name badges, separate agendas and other information.

➤ Postage for packets mailed to clubs.

➤ Mileage that you must pay to people driving to the convention and that of what should be paid for site visits.

➤ Add a miscellaneous column to cover the “whatever” you might have overlooked. This line item should be set depending on the expected size of your group.

Once you have finalized the figures, you can then set a registration fee. Always allow at least a five dollar profit above your actual cost. Please review the following sample budget to help you prepare your own.

Sample Convention Budget

The following information is based on 100 delegates in attendance and a (2) two night convention with (4) four meals provided.

Room Cost per person:

4 to a room @\$60 per night=\$15.00 per person X 2 nights =	\$30.00
3 to a room @\$60 per night=\$20.00 per person X 2 nights =	\$40.00
2 to a room @\$60 per night=\$30.00 per person X 2 nights =	\$60.00
1 to a room @\$60 per night=\$60.00 per person X 2 nights =	\$120.00

Meal Costs per person:

Hamburger Cookout at \$7.00 per person	\$ 7.00
Continental Breakfast at \$4.00 per person	\$ 4.00
Cold cuts lunch at \$7.00 per person	\$ 7.00
Banquet meal at \$15.00 per person	\$15.00
20% gratuities for banquet meal	\$ 3.00
Meal Costs per person =	\$36.00

Total District Expenses

Rooms and meals for guests, officers, etc.	\$1350.00
Awards, certificates, trophies, plaques, etc.	\$ 300.00
Gifts, door prizes, disc jockey, thrift, etc.	\$ 500.00
Civitan Supply House items	\$ 200.00
Printing	\$ 150.00
Postage	\$ 50.00
Mileage	\$ 50.00
Miscellaneous expenses	\$ 200.00
Total District expenses =	\$3,000.00

Sample Budget (continued)

Total District Expenses:	\$3,000.00
Divided by 100 delegates	100
Cost per person for district expenses:	\$ 30.00

For meals (\$36.00) and district expenses (\$30.00) combined, each delegate will cost a total of \$66.00.

Charges per person should be rounded off as follows:

4 to a room will cost \$ 96.00 + profit fee = \$105 per person

3 to a room will cost \$106.00 + profit fee = \$115 per person

2 to a room will cost \$126.00 + profit fee = \$135 per person

1 to a room will cost \$186.00 + profit fee = \$195 per person

When people complain about the high prices when there are less than four in a room, simply explain that the base charges are the same for everyone, but the hotel or meeting facility charges you more for less than four to a room and you can not defray this charge in your budget.

Common Questions About Convention Budgets

Question:

“Exactly whose registration costs should be covered at the district’s expense?”

Answer:

This depends on the size of the convention, what has been done in the past and how your Convention Committee feels after reviewing the convention budget. However, usually the following people should have all or at least some part of their convention expenses covered by the district while at the event itself: district board, Convention Committee, judges for events, senior Civitan governor or governor-elect and spouse, in addition to any special guests. There may be others your district would consider and if so, they should fall into the special guests category.

Question:

“What if the hotel or establishment will not allow our group to bring outside donated food or arrange a sponsored meal function?”

Answer:

You must abide by all of the rules of the establishment. First, look at other establishments in the area that will allow your group to do this. Or perhaps, if there is an abundance of fast food restaurants near by, have the delegates required to pay for one meal while at the convention and post this meal as “on your own” in your convention program agenda. If all fails, then charge more for your registration fee.

Question:

"Where do I buy plaques, certificates and other items such as gifts, district officer pins, honor keys and door prizes?"

Answer:

Local trophy shops carry plaques and trophies for the awards. Some people feel working with a local vendor is easier. Also, the Civitan Supply House has several logo gifts. District officer pins and honor keys should be purchased from the Civitan Supply House. Door prizes can be donated by local businesses and brought to the convention by the clubs that attend.

Question:

"Must we use all of the items listed in this manual as we prepare for our convention budget?"

Answer:

No. Please set your budget to fit the needs of your district.

Convention Mailings

One of the most important steps towards a successful convention is sending a packet of information to the clubs long before the event takes place. In doing so, everyone is well informed on what is expected of them in order to have maximum attendance from the clubs.

We suggest mailing convention packets to Junior Civitan club presidents and advisors as early as possible. Ultimately, it should be three to four months prior to the convention. This will allow them time to look over the material. Also, it is wise to mail a convention mailing to the sponsoring senior Civitan club's chair with a note to contact the club advisors to see if they need any assistance.

Then, follow-up about every two to three weeks with a short convention newsletter or note to club presidents and advisors to make sure they know about the details of the convention.

Send packets **NO LATER** than 45 days before your convention! If you have had a difficult time organizing your convention and you are running behind, please be sure that all of the clubs in your district receive a convention packet no later than 45 days before the event. Actually, this is taking a big chance and if you are this far behind, do not expect a large group to attend the event. Most young people today schedule weekend activities and projects months in advance. When they receive everything late, it is easy for them to explain, "We just can't make it due to prior commitments."

Sample Packets

The next few pages contain samples for a convention packet that you can use as a guide for your mailing. Look over it carefully and be sure you review what your district has used in previous years. Our samples include a cover letter about the event, a breakdown on per room totals, convention rules, rooming list form, district officer intent to run announcements, and awards announcement form. If all the clubs in your district have received your district manual, it should not be necessary to enclose copies of the award applications.

Follow-Up After Packets Are Mailed

It is very important for the chair to contact each club advisor by phone in the next few weeks after the convention packets are mailed. Make sure they understand everything you sent them and ask if they have any questions. The Junior Civitan governor should do the same thing with club presidents. Then the work is out and everyone is well informed.

Junior Civitan Annual Convention

April 21-23

*Holiday Inn
Butte, Montana*

Registration Costs:

\$105 per person based on four (4) persons to a room
\$115 per person based on three (3) persons to a room
\$135 per person based on two (2) persons to a room
\$195 per person based on one (1) person to a room

Transportation:

All transportation to the convention will be arranged by the individual clubs of the district. Check with your club advisor for details.

Housing:

Delegates and chaperones will stay in rooms at the hotel. Room assignments will be made from the requests provided by the club advisor on the rooming form. There will be NO changes upon arrival.

Dress:

Dress for the convention is casual, except for the banquet on Saturday evening. During the day casual shorts are appropriate for the meetings and social functions. The Saturday evening banquet is a semiformal occasion (dresses for females and shirts and ties for males.)

Meals:

Snacks will be provided throughout the convention. Your registration costs cover your meals on Friday evening, Saturday morning, Saturday lunch and Saturday evening.

Junior Civitan District Convention

Registration Form

***Holiday Inn
Butte, Montana
April 21-23***

Name _____ Phone _____

Address _____

City _____ State/Province _____ Postal Code _____

Junior Civitan
Club _____

School _____ Grade _____

Chaperon Name _____ Phone _____

Have you ever attended a Junior Civitan district convention? Yes No

Attention Chaperon:

Attach a check made payable to the Junior Civitan district to cover the registration fees for all Junior Civitans and chaperons listed. Also, attach a copy of the Rooming List provided. Release forms must be completed, signed and turned in at the Junior Civitan Registration Desk upon arrival at the convention. Please be aware that failure to complete the release form will result in the delegate not being able to attend the convention.

This form must be completed in duplicate and the original mailed to:

Johnny Jones, Junior Civitan Chair
Montana District
123 Main Street
Anywhere, Montana 56789
Telephone (333) 555-4444

Special Note: No money will be refunded to anyone who does not attend the convention unless Chair Johnny Jones is contacted prior to April 18th.

Montana District Junior Civitan Annual Convention Rooming Form

Club _____

Chaperon's Name _____ Phone # _____

		Amount	Office Use Only			
			Room#	PD	EM	PER
<input type="checkbox"/> Males	<input type="checkbox"/> Females					
1. _____						
2. _____						
3. _____						
4. _____						
<input type="checkbox"/> Males	<input type="checkbox"/> Females					
1. _____						
2. _____						
3. _____						
4. _____						
<input type="checkbox"/> Males	<input type="checkbox"/> Females					
1. _____						
2. _____						
3. _____						
4. _____						
<input type="checkbox"/> Males	<input type="checkbox"/> Females					
1. _____						
2. _____						
3. _____						
4. _____						

ROOMS WILL BE ASSIGNED AS LISTED ABOVE WITH NO CHANGES UPON ARRIVAL.

Signature of Advisor _____



Montana District Junior Civitan Annual Convention AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I am the parent/guardian of _____; DOB _____
Subject to the conditions set forth below, I consent for my child to receive such **medical treatment** and/or surgical procedures as are deemed necessary in the event of an emergency and to assume liability for any **medical** expenses involved. This **authorization** extends to my child's participation in any activity sponsored by Civitan International, the Civitan International Foundation, Junior Civitan International or any of the subordinate entities of same ("Civitan").

Should a **medical** emergency arise during my child's participation in a Civitan-sponsored activity, I understand that reasonable efforts will be made to contact me or my designated alternate at the phone numbers listed below. If it is believed my child's life or health may be adversely affected by the delay that an attempt to contact me or my designated alternate would cause, I consent to:

- (i) the administration of **medical treatment** and/or surgical procedure deemed necessary by licensed physician and/or surgeon; and
- (ii) the immediate administration of life-sustaining measures deemed necessary under the circumstances.

Health Information

The following information may be needed by medical personnel and/or **medical** facility not having access to your child's **medical** history:

Allergies: _____
Medicine being taken: _____
Date of last tetanus shot: _____
Physical impairments: _____
Other pertinent facts to which **medical** personnel should be alerted: _____

Insurance Information

Company: _____ Policy Number: _____
Policyholder's Name: _____

Father's/Guardian's Name: _____
Address _____

Daytime Phone _____ Evening Phone _____

Mother's/Guardian's Name: _____
Address _____

Daytime Phone _____ Evening Phone _____

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf (designated alternate): _____
Daytime Phone _____ Evening Phone _____
Relationship: _____

Preferred **Medical** Doctor/**Medical** Facility: _____
Daytime Phone _____ Evening Phone _____

Date: _____

Signature of Parent or Guardian

Montana District Junior Civitan Annual Convention Convention Registration Form

Registration must be received on the Convention Registration Form. **Registration form must be postmarked by _____.** Pre-registration fee: \$____. Late Fee: an additional \$25 (on all registrations postmarked _____ **or later**). Mail to: Montana Junior Civitan District, P. O. Box 12345, Butte, Montana (add postal code). Upon receipt of the Official Convention Registration Form, the registrant will be mailed additional information pertaining to the convention. If you wish to share a room with a specific person, complete Section B. **Room assignments can not be changed following registration.** For delegates under the age of 19, please have your parent or guardian complete Sections C, D and E. Each delegate is required to have this form completed, signed, and on file. **Everyone attending the convention, including adults, must complete ALL SECTIONS.**

Participant's Name: _____ M F
Has delegate ever attended a Junior Civitan district convention before ? Yes No Attending as a Chaperon? Yes No
Date of Birth: _____ E-mail _____
Home Address: _____ Telephone: (_____) _____ - _____
City/State/Province/Postal Code: _____
Name of Junior Civitan Club: _____ 20__-__ Club Office: _____
Circle t-shirt size: S M L XL XXL XXXL

Emergency Contact: Name _____ Relationship _____
Telephone Number: Area Code (_____) Day: _____ Evening: _____
Insurance Company: _____ Policy Number: _____

Section B —Roommate Request (*Please limit request to only one person.*)

I would like to share a room with: _____

Section C

In consideration of this registration and permitting me and/or my dependent to participate in the Montana District Junior Civitan Convention, I/We do hereby release and discharge the officers, agents, instructors, and employees of Civitan International, Junior Civitan International and the Montana District from any and all claims, demands, suits, actions, and causes of action which may, can or shall have by reason of any illness or accident, be incurred or suffered by said dependent while traveling to and from and attending the Montana District Junior Civitan Convention, no matter how caused or occasioned. I/We further agree to indemnify and hold harmless Civitan International, Junior Civitan International and the Montana District against any and all claims and demands by any other person or legal entity for damages alleged to have been caused by the above named.

Section D

In consideration of this registration and permitting me and/or my dependent to participate in the Montana District Junior Civitan Convention, I/We do hereby grant to Civitan International, Junior Civitan International, the Montana District, its employees, agents, assigns, and sponsors, the right to video and/or photograph me and/or my dependent, and use the video, photo, and or other digital reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet and expressly waive any present, or future compensation rights to the use of the above stated material(s).

Section E

Also, in case of accident or injury, I give my permission for me and/or my dependent to be treated by a local hospital or physician, and it is important that you be aware of the following allergies including those to medication: _____

If the delegate lives with, or is in the legal custody of both parents or guardians, both must sign.

Dated the _____ day of _____, 20__ .

Signature: _____ Signature: _____

Address: _____

City/State/Province/Postal Code: _____

Cancellation Policy: 1. Requests postmarked prior to and including 21 days before the opening day of the convention shall be subject to a \$25 processing charge. The amount paid, less the \$25 processing charge shall be refunded. 2. All other requests will be eligible for a 50 percent refund. "No shows" who pre-register, but fail to claim their registration packet, will receive no refund. There will be no substitutions. 3. Cancellations due to a bona fide emergency (death or illness) shall be honored regardless of the date and a refund will be provided, less the \$25 processing charge. All requests for refunds must be sent in writing. (Rev. 04-07)

Mail to: Montana Junior Civitan District, P. O. Box 12345, Butte, Montana (add postal code)

District Officer Intent To Run Announcement

Running for the Office of _____

Area _____

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Club _____ School _____

Age _____ Grade _____ Male/Female _____

Elected Positions

- Governor
- Deputy Governor
- Secretary
- Public Relations Coordinator
- Lt. Governor - Area 1 (List clubs in area)
- Lt. Governor - Area 2 (List clubs in area)
- Lt. Governor - Area 3 (List clubs in area)
- Lt. Governor - Area 4 (List clubs in area)
- Lt. Governor - Area 5 (List clubs in area)

Appointed Positions

- Corresponding Secretary
- Chaplain
- Sergeant-at-Arms

Please encourage your fellow club members to run for a district office! All nomination speeches will be presented Saturday morning at the district convention.

This form is due by April 18th and must be mailed to:

Johnny Jones, Junior Civitan Chair, Montana District
123 Main Street, Anywhere, Montana 56789
Telephone (333) 555-4444

Convention Agendas

A convention should have several agendas set for the weekend. Most districts will have one to cover the entire weekend that we will call the general agenda or convention program agenda. Another one should be furnished for the business session and perhaps one for the awards ceremonies.

In this section, we will cover each agenda in detail along with what should occur during all of the sessions listed in the agendas. We have also enclosed some sample agendas that you might want to use as a guide when creating your own.

Pre-Agenda (Tentative) for mailing to clubs

When sending your convention mailing, it is a good idea to include a tentative convention agenda. It might be a very general listing of times or actual events. This pre-agenda will give your clubs an idea of what to expect at the convention.

Convention Pre-Agenda

Friday

Registration after 5:00 p.m.
Opening Ceremonies
Social event
Curfew - Midnight

Saturday

Business Session
Election of District Officers
Workshops and Seminars
Awards Banquet
Curfew - Midnight

Sunday

Farewell breakfast or meeting
Everyone must check out by noon.

General Agenda (Convention Program Agenda)

The most important item that all delegates need to receive at the convention is a general agenda that will outline the times and locations of every session that will take place from the moment they arrive until they leave.

Many districts use the general agenda (or convention program) to announce a theme for the convention. They often use a fancy cover in a folded program style. This is an excellent way to use a logo that may carry out your district theme for the past year. The Civitan

Supply House offers a convention program at a reasonable price to have your program printed on.

The Junior Civitan governor and chair should outline a general agenda to present to the convention committee during its first meeting. Then, you should receive any additional ideas and input on the agenda during your meeting. If you do not provide other agendas at the convention, be sure that this one is given to each delegate in the most current fashion that is possible. Please review the sample agendas in the following sections.

Business Session Agenda

Every district convention as well as district wide meeting must have a business session for conducting certain business pertaining to the district's progress. The items on the agenda should be decided by the Junior Civitan governor, deputy governor and the district chair.

In addition to the normal business that takes place at all district meetings, there are two items of most importance. These include the election of new district officers and the approval of proposed district bylaw amendments. Each club registered for the convention should have certified voting delegates counted according to the international constitution.

Agenda Conclusion

Once again, prepare an agenda to fit the atmosphere of your district's event. Be sure to consider all past agendas as samples and make sure those in charge of each agenda and its items are following through with their responsibilities.

Be sure to put the general agenda (convention program) in each delegates registration packet. It is up to the convention committee as to whether they pass out the other agendas at the session or insert them in the registration packet.

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.

Printed in USA



Montana District Junior Civitan Convention

**Holiday Inn
Butte, Montana**

April 21-23

SPONSORED BY CIVITAN INTERNATIONAL

Welcome...

... to the Montana District convention!

Time has passed so quickly over the past year. This year we have witnessed extraordinary events in our district. So many of our clubs have worked hard all year on their school campaigns and in their communities. Many of you have participated in projects benefiting the homeless, Special Olympics, Montana Mania, our Leadership Conference, children's shelters and numerous other deserving recipients. To all of you, we say a heartfelt congratulations!

Now we are together in celebration of our accomplishments and in expectation of the opportunities ahead. I challenge you to continue your service always, if not as a Junior Civitan or Civitan, then as a friend.

It has been an honor to serve you as your district governor the past year. Thanks to all of you for your support and encouragement.

Sit back, relax and enjoy a fun-filled weekend with our friends and let's celebrate Junior Civitan like never before!

Yours in Civitan,

Stephanie

Stephanie Long
Governor

Convention Rules

- All Junior Civitans are required to attend all convention functions.
- Name badges must be worn at all times.
- Boys will not be allowed in girls rooms and vice versa.
- Curfews shown on the agenda will be enforced.
- Everyone assigned to a room will be financially responsible for any damage to that room. Any damages should be reported to a chaperon.
- Long distance calls may not be charged to the rooms.
- Non-Civitans will not be allowed to participate in any convention activities unless they are present in an official capacity.
- No alcohol or illegal drugs will be permitted.
- Any conduct on the part of the participants which, in the opinion of the chaperons and convention staff, is detrimental to the proper atmosphere and operation of the convention, will result in the person(s) involved being sent home immediately after notification of the parents and school administration.

Voting Delegates

ARTICLE 14, SECTION 12 of the Montana District Bylaws

At the annual convention, each Junior Civitan club in good standing shall be entitled to a minimum of one voting delegate. In addition, each club shall have one voting delegate for each ten (10) members or fraction thereof, not to exceed a total of four (4) voting delegates. Each elected district officer shall be considered a delegate at large and shall be entitled to cast one vote on each question submitted for vote. There shall be no voting by proxy.

<u>Club</u>	<u>Membership</u>	<u>Delegate Votes</u>
Baker High School	39	4
Bedrock High School	17	2
Belgrade High School	11	2
Billings West High School	19	2
Comertown High School	52	4
Great Falls Middle School	61	4
Lewistown High School	36	4
Moulton Junior High School	9	1
Redstone High School Girls	76	4
Trident High School	25	3

District Officers

Stephanie Long	Governor
Jack Campbell	Deputy Governor
Mary Roper	Recording Secretary
Tifanie Thomas	Public Relations Coordinator
Chad Wright	Area 1 Lieutenant Governor
Jamie Taylor	Area 2 Lieutenant Governor
Patricia Palmer	Area 3 Lieutenant Governor
Cam O'Neal	Area 4 Lieutenant Governor
Rob Longfellow	Area 5 Lieutenant Governor
Susan Hayward	Area 6 Lieutenant Governor
Cindy Harrell	Chaplain
Amanda Jordan	Corresponding Secretary
Andy Hyde	Sergeant-at-Arms
John Cabbot	Senior Board Representative
Johnny Jones	District Chair

Montana District
Junior Civitan Convention
Weekend Agenda

Friday

5:00 p.m. Registration Hotel Lobby

7:00 p.m. Opening Ceremonies Cathedral Room

Color Guard

Pledge of Allegiance Andy Hyde

Sergeant-at-Arms

Junior Civitan Creed Jack Campbell

Deputy Governor

Invocation Cindy Harrell

Chaplain

Welcome and Recognitions

Junior Civitan Governor Stephanie Long

Civitan Governor-elect Wally Wells

Welcome from Butte Mayor Tindell

Keynote Address Gary Zelesky
The "Z" Man

Qualifications for District Offices

Governor Stephanie Long

Deputy Governor Jack Campbell

Lieutenant Governor Susan Hayward

Recording Secretary Mary Roper

Public Relations Coordinator ... Tifanie Thomas

Introduction of Candidates Governor Long
for District Offices

Break

9:30 p.m. Talent Show Cathedral Room

Curfew - Midnight

Saturday

8:00 a.m. Advisor Appreciation Breakfast
(invitation only) Virginia Room

8:00 a.m. Breakfast Glacier Room

9:00 a.m. Business Session Cathedral Room

➤ Welcome

➤ The Year in Review

➤ Reports

➤ International Update

➤ Election of Officers

10:45 a.m. Break

11:00 a.m. Seminars and Workshops

➤ Scared Speechless Kallispell Room

➤ Fund Raising Can Be Fun and Profitable
Lakeside Room

➤ Teen Pressures and Stress Management
Virginia Room

12:45 p.m. Lunch Cathedral Room

2:00 p.m. Seminars and Workshops

➤ Co-Clubs/Creed Club Kallispell Room

3:00 p.m. Free Time

6:00 p.m. Closing Banquet and Awards Ceremonies
Cathedral Room

10:00 p.m. Dance Kallispell Room

Curfew - Midnight

Sunday

8:00 a.m. Breakfast Glacier Room

Reminder: Hotel checkout time is Sunday at 11:00 a.m.

Have a safe trip home!

Business Session

All Junior Civitan district conventions must have a business session. The best time for this meeting is probably in the morning of the last full day of the convention. However, it should be scheduled at a time when all delegates can attend. Several items should occur during this session and two of the most important are the election of new district officers and the voting on proposed amendments to the district bylaws and constitution.

Bylaw Amendments

Every district has their own set of bylaws. The constitution of the district must meet the same restrictions as the international constitution. The district bylaws contain individual policies or rules which apply to the smooth running of the district. One example is the election of district officers should be stated in this section with how many votes each club receives. Also, the amount charged for district dues would be stated in the bylaws. Therefore, when proposals are made to change your district bylaws, it takes a majority vote by the certified voting delegates at a business session of the annual convention.

This is the only time during the year in which the district bylaws may be amended. If there is a dues increase proposal or a voting procedure change, then the proposed amendments must be voted on. Some years the Junior Civitan International Board of Directors proposes amendments to the international constitution. To adopt these amendments, they must bring the proposed changes to the floor of their international business session at the annual convention for a vote.

When this happens, the current articles and proposed amendments are always printed in the April issue of *Countdown Magazine*. Of course, as district chair or governor, you know this information months ahead of the membership because you receive a copy of the minutes from each international board meeting. However, your district cannot vote on the changes at the district convention, although the items of change should be discussed and a vote taken to determine how the district feels on the subject as a whole. Each club that attends the international convention will officially have the opportunity to vote at the international business session.

We suggest that your district publish your district bylaw amendments to each club through the advisor and president. In turn, they can discuss your proposed amendments before they send voting delegates to the annual convention. Some district bylaws require 30-day notification. Please check your current district bylaws for clarification.

The Junior Civitan governor and deputy governor or appointed parliamentarian should present all bylaw amendments to the floor for voice vote by the voting delegates. If the “ayes” and “nays” are too close for the parliamentarian to judge, then ask for a show of hands.

Also, all club presidents and advisors should be notified that if they want to propose amendments to the district bylaws, they must submit it through the Junior Civitan district board.

Election Procedures

Another important item that a business session must include is the election of next year's district officers. A listing of the elected offices of the district are located in the *Governors and Chairs Manual* and in the international bylaws. Most districts have outstanding elections complete with campaign speeches given by each candidate during the opening ceremonies or before the elections are held at the business session.

When there is more than one candidate running for a particular office, use a secret ballot of some kind. Never ask for a show of hands. However, when there is only one candidate for the office and no one is nominated from the floor, ask for a voice vote of acclamation from the floor which avoids a secret ballot.

The deputy governor or Elections Committee Chair should conduct the procedure of the election. If your district does not have an elected office for deputy governor, the district board should approve an Elections Chair appointed by the governor before the convention weekend.

Other Business Reports

In addition to the elections and bylaw amendments, there is other business to be conducted at this meeting. The agenda items vary from one district to another. A sample agenda was provided in the previous section entitled "Convention Agenda." Here are some agenda items you can consider for your agendas:

- Recite the Junior Civitan Creed
- Pledge to the Flag
- Roll Call of clubs
- Report of district projects
- Collection Selection Report
- Sno-Do Report from governor
- Dance-a-thon Report
- Speeches from special guests
- Awards for growth or fundraising
- Drawings for door prizes
- Old Business from the floor
- New Business from the floor
- Lt. Governor Reports or club "bragging" session
- District Honor Clubs announced
- Daily agenda changes or announcements

These are some agenda items your district can choose from and you might have more of your own. The best thing to remember is to hold your business session properly. Allow only certified voting delegates to vote for elected offices and bylaw amendments. If you have any questions on this section, please contact the staff of Junior Civitan International.

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.

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Montana District Junior Civitan Convention

Business Session

Saturday, April 22

SPONSORED BY CIVITAN INTERNATIONAL

General Business Session

Montana District
Junior Civitan

Call to Order.....Susan Hayward
Area 6 Lieutenant Governor

Roll Call.....Mary Roper
Recording Secretary

Pledge to the Flag.....Jack Campbell
Deputy Governor

Invocation.....Cindy Harrell
Chaplain

Junior Civitan Creed.....Andy Hyde
Sergeant-at-Arms

Welcome.....Stephanie Long
Governor

The Year in Review

District and Club Officers Training
Volleyball Tournament
Catch the Excitement Week
World Junior Civitan Day
Dual District Lock-In
Collection Selection Project
Civitan Appreciation Month
Report from Lieutenant Governors

Sno-Do
Dance-a-thon

Sno-Do.....Governor Long

Montana Mania.....Drew Smith
Committee Chair

Junior Civitan International.....Melissa Brown
International President
London, Ontario

Montana District Civitan.....Wally Wells
Civitan District Governor

Election of Officers.....Jack Campbell
Deputy Governor and Elections Chair
(only registered and certified delegates may vote)

Announcement of New Officers.....Governor Long

Closing Remarks.....Johnny Jones
District Chair

Put Your Theme Here

District Awards

A highlight event during a district convention is the presentation of district competitive awards. Most districts have these ceremonies during the evening of the last night of the convention. The winners of these awards should receive a certificate, plaque, trophy or whatever your budget will allow. Many districts have traveling trophies for top award winners such as Club of the Year.

Be sure you do not spend too much of your budget on district awards. Plaques can be purchased through the Civitan Supply House or at a local trophy company.

Your district should present awards in the same manner as the Junior Civitan International organization. They should also use the same point criteria as the international organization. This will ensure that the winners of your district will have a good chance in competing on the international level. Also, all applications for submitting nominations should be sent to all of the clubs in the first convention mailer given to your clubs.

District Award Judges

Have all nominations for district awards due to be judged at least three weeks before the convention date. This will allow you enough time to have your plaques engraved and certificates completed. You may need more time than three weeks; that is up to you and your schedule.

Selecting judges properly to determine the winners in all categories is very important. Be sure all of the judges have no special interests in one particular club. Each judge should fully understand each category that they are assigned as well as the point system they should use for judging.

One Suggestion: Ask your senior Civitan governor-elect to head up your judging committee. This is an excellent way to get them involved with the Junior Civitan program early and to learn more about our program. He or she can select other members of their judging committee.

Awards Ceremonies

Every district has an awards ceremony that usually acts as one of the highlight events of the convention. Most districts have this ceremony connected with a banquet. It is nice to have an agenda for this ceremony to list the awards that are to be presented.

A plaque should be given to the club or individual winners for first place in all categories. Smaller plaques or certificates are appropriate for second and third place winners. If the award category has a high recognition like Club of the Year, a traveling trophy might be appropriate. Use your own judgment and that of the district convention committee on the budget of your district awards. Be sure to look at last year's system before deciding what you will do.

International Awards Competition

Each district award winner qualifies to compete for the highest award in that category on the international level. Several categories allow both the first and second place winners to compete internationally. It is the responsibility of the current governor and chair to make sure that these district recipients are given the proper international nomination forms and that these award winners are sent to International Headquarters for judging to arrive by June 1 of each year. We repeat, the current governor and chair should make sure that all awards are sent to the Civitan World Headquarters to arrive by June 1 of the said fiscal year.

Be sure to look in your *Governors and Chairs Manual* to review all the awards that are offered on the international level. All international award nomination applications are also located in the same manual.

District Awards Program

Introduction

This section contains general information about the district awards program. A complete listing of all of the international awards, criteria by which the awards are judged and the official nomination forms are included in your district manual. If you need additional information or copies of this information, please contact your district chair.

All district awards applications are due April 1.

No club will be allowed to change, add to or complete their award applications after that date.

When preparing your nominations, keep in mind these helpful hints:

- Type written nominations and presentations are best.
- Be concise, but not brief.
- Neatness and presentation count!
- Include pictures and publicity of the event.
- Be original and creative!

If you have any questions about the district awards program, please contact:

Johnny Jones, Chair
Montana Junior Civitan District
123 Main Street
Anywhere, Montana 56789
Phone: (333) 555-4444

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
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Montana District Junior Civitan Convention

Closing Banquet
and
Awards Ceremonies

Saturday, April 22

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Awards

The following awards will be presented this evening:

- Community Project of the Year
- Campus Project of the Year
- Joint Project of the Year
- Advisor of the Year
- Honor Clubs
- Growth Awards
- Most Improved Club
- Philanthropy Awards
- President of the Year
- Lieutenant Governor of the Year
- Public Relations Coordinator of the Year
- Junior Civitans of the Year
- Club of the Year

Program

- Welcome.....Stephanie Long
Junior Civitan Governor
 - Introduction.....New District Officers
 - Creed.....Andy Hyde
Sergeant-at-Arms
 - Pledge of Allegiance.....Jack Campbell
Deputy Governor
 - Invocation.....Cindy Harrell
Chaplain
- Dinner**
- Introduction of Guests.....Governor Long
 - Keynote Address.....Wally Wells
Civitan Governor-elect
Montana District
 - Remarks.....Board of Directors
Montana District
 - Installation of New District Officers.....Governor-elect Walls
 - Presentation of Awards.....Governor Long
District Chair Johnny Jones

Adjournment

Junior Civitan Creed

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Montana District Junior Civitan Convention

*Award
Recipients*

SPONSORED BY CIVITAN INTERNATIONAL

Community Project of the Year

First Place Bedrock High School
Second Place Lewistown High School

Campus Project of the Year

First Place Redstone High School Girls
Second Place Trident High School

Joint Project of the Year

First Place (Junior) Moulton Junior High School
First Place (Senior) Moulton
Second Place (Junior) Baker High School
Second Place (Senior) Kinsey

Advisor of the Year

Linda Stonewall Moulton Junior High School

Philanthropy Awards

Largest Overall Redstone High School Girls
Largest Per Capita Trident High School

Growth Awards

Overall Increase Billings West High School
Percentage Increase Great Falls Middle School

President of the Year

Sandy Thompson Baker High School

Lieutenant Governor of the Year

Nathan Akins Area 5

Public Relations Coordinator of the Year

Rachel Turner Billing West High School

Junior Civitans of the Year

Male Roy Parker
Comertown High School
Female Wendy Scott
Belgrade High School

Honor Clubs of Distinction:

Baker High School
Moulton Junior High School
Redstone High School Girls

Honor Clubs:

Bedrock High School
Billings West High School
Great Falls Middle School
Lewistown High School
Trident High School

Most Improved Club

Billings West High School

Club of the Year

First Place Baker High School
Second Place Moulton Junior High School

Convention Fellowship Events

One of the keys to creating enthusiasm for a district convention or meeting is arranging social activities for the young people who attend. These fellowship events should be held during a period in the convention or meeting when you have some down time.

All district conventions have down time, but when an event has too much it will cause the delegates to become bored. When the students become bored, they tend to get into things and be in places that they shouldn't. They also begin to think of places that they would rather be. Avoid this!

All districts should arrange events during the convention that will create fellowship. Be sure to cover your fellowship events with your convention committee for their approval and suggestions. Then, appoint members of the committee to take care of certain areas of these events to spread out the responsibilities. This is a perfect opportunity to include district officers and host clubs in the planning of your convention to really make them feel like a part of the team. Here are a few examples for you and the committee to develop ideas for your own agenda:

Dance(s)

One of the most popular social events at a district convention is a dance. It has proved to be a great tool for fellowship and interaction between clubs. Most dances during a convention are held as the final activity before curfew. They are great to hold on the last night of the convention. Some districts hold two separate dances. This is up to you and your convention committee.

Many of the dances have a theme surrounding them such as 50s, Beach, Hawaiian, Hollywood, Country & Western, etc. Once again, the committee should decide the theme and those in charge of the event should decorate and make sure that the word is out by printing flyers to enclose in the convention mailings to the clubs.

The cost of a dance varies, but we suggest that your district hire a disc jockey rather than a band. Bands tend to cost more and cannot play the variety of songs that the young people want to hear. Each dance should last approximately two hours. If they are longer, the delegates tend to become tired and decide to leave.

Variety or Talent Show

We have learned over the years that Junior Civitans enjoy being entertained by fellow members. A popular event is hosting a talent or variety show. This event can also be held at night and is a very good tool to promote fellowship for a convention that is held two nights or more.

Therefore, it is very important to assign committee members to this event and make sure they send out information to the clubs which can be enclosed in the convention packets. Clubs should receive information including the rules and performance categories stated. Also, it is nice to award the best talent in each category with a gift.

District Fund Raiser for Charity

Holding a district project during a convention has become a popular event to have during an afternoon. Since the Business Session and other training workshops take place in the morning hours, an afternoon project is ideal to create fellowship between clubs.

Different projects for consideration include holding a dance-a-thon, volleyball-a-thon, For Lack of a Better Name Games, etc. This list is endless, but remember time when organizing an event of this kind. Be sure it can be accomplished in the time allowed.

Once again, assign the project to members of the convention committee and promote participation through convention mailings.

Get Acquainted Games

A great way to interact clubs and delegates is to have some get acquainted games the day or evening that everyone arrives. These games can be an assortment of fun things that can include all or many delegates for a low cost in materials.

Appoint Convention Committee members who have great imaginations about this kind of fun. Perhaps host clubs could be in charge of these events. Donated gag gifts or door prizes can be awarded to the winners of the games. This should also be advertised to clubs.

Free Time Events

Many districts have free time in the afternoon where delegates can go to the pool, relax or just lay around. There is nothing wrong with having a few hours of free time during the convention. As a matter of fact, it is suggested. However, offering sporting events such as frisbee tag, softball, basketball and volleyball are good to have available for those delegates wishing to be involved.

The Convention Committee should assign members to organize free time sporting events and these people should make sure they are advertised in the convention mailings. In addition to organizing these events, these members should make sure items such as a basketball, a volleyball with a net, frisbees, etc. are provided. In addition, providing a sign up list will help the coordinators know if there will be enough participants interested.

Fellowship Event Conclusion

We have supplied you with some ideas of fellowship events to hold during your convention. Please take these ideas and discuss them with your convention committee to enhance the best social event possible. In turn, your delegates will communicate with each other, therefore, have a great time meeting new friends.

Creating fun events that build excitement and enthusiasm are important keys to a successful convention. This will also make them attend again next year!

Workshops and Seminars

It is always good to have a few workshops during the convention that will offer something for all the delegates as well as club officers. They should be fun and interesting. There are all types of leadership, special interest and Junior Civitan workshops that would be of interest to your convention delegates.

Most districts have workshops and seminars for about two hours on a set day. If your convention is only one night, we suggest you limit your workshops to one hour.

Here are some sample workshops that you can choose from:

- Fundraising Project Ideas
- How to Submit for District Awards
- Club Officer Workshops
- Motivational Workshops (with guest speakers)
- Workshop on Special Olympics
- Workshop on the Civitan International Research Center
- Workshop on Public Speaking
- Workshops on specific career choices
- Teen Pressures and Topics of Interest to Teens
- The History of Junior Civitan
- How to Conduct a Successful Club Project
- Effective Club Management
- How to be an Effective Club Advisor

There are many more that you can choose from. Many districts have fantastic sessions that really motivate and inspire the young people who come to the convention. You may want to involve several senior Civitan members in planning and implementing your convention workshops.

Delegate Registration Packets

When a convention delegate arrives at your convention, there are two things that they want to do; check into their room and receive their registration packet full of information about their weekend. The quicker you can accomplish these two items, the better everyone will feel.

This section is meant to better explain what should be included in your district convention registration packet. Each person that pre-registers for the convention should have one of these packets ready to be handed to them when they arrive at the convention site.

These items should be included in the packet:

- Convention Name Badge
- Convention Program (General Agenda)
- Rules and Regulations of the Convention
- Meal Ticket (if separate from name badge)
- Any Donated Novelty Items from local Businesses
- Additional Session Agendas

Other items may appear in some of the delegates packets depending on the person who is registering, such as separate agenda for candidates for office, etc.

Time Table Towards a Successful Convention

August 1 - Set date and location (city) for the convention. Appoint a convention committee to meet and discuss convention planning. (Be sure to include host Junior and senior Civitan clubs.)

August 1-30 - Contact hotels, college campuses, etc.. about the convention. Report back to district board and have them vote on location. After approval, contact the chosen establishment and block the estimated rooms and meeting facilities.

August/September - Make sure all clubs receive a district manual with district awards information and applications at officer training. Have a convention flyer ready to be distributed. Be sure that each club not attending the training session is mailed a copy of the manual and convention flyer.

October 1 - Meet with management of establishment to finalize plans for convention. Have pre-agenda set with all clubs informed of date, time and place for convention.

October 1 until event date - Advertise! Advertise! Advertise! Be sure to promote with every Junior and Senior Civitan club. Make reports about the convention at every district meeting and area meeting attended by the members of the convention committee.

January 1 - Convention packets are mailed to all Junior Civitan club presidents and advisors. Plus, each sponsoring club's Junior Civitan Committee chair needs a packet.

12 Weeks Prior - Committee members meet to finalize agendas, meal functions and social events. Solicit help from sponsoring Civitan clubs. Ask for donations for the convention.

10 Weeks Prior - Committee members call club advisors and club presidents to make sure they understand what is happening and see if they discussed the event at their club meeting.

8 Weeks Prior - Committee meets to check progress and follow-up on duties and responsibilities.

6 Weeks Prior - Update letter about the event to all clubs with tentative agenda. Really "pump up" club enthusiasm with special events that will attract members to attend the convention. Order convention t-shirts. Begin collecting door prizes and items for registration packets.

5 Weeks Prior - Committee members call club presidents and advisors asking for numbers interested and build up convention as the highlight event of the year. Make sure they are sending registration forms with money to chair on time. Also, check to see about progress of district awards.

4 Weeks Prior - Have your district awards judged. Purchase awards certificates, frames, plaques, trophies, officer pins, etc. Order special gifts for club advisors and special guests. Contact a disc jockey for the dance. Send invitations to special guests and guest speakers. Finalize workshop criteria and leaders. Contact Civitan Supply House for needed items.

3 to 4 Weeks Prior - Have all convention registration due. Charge a late fee of \$15 if registration is not received on time.

2 Weeks Prior - Make all last minute arrangements and confirmations with Convention Committee, meeting establishment and those involved. Touch base with everyone on your committee at this time to make sure all is running smoothly. Order flowers for head table and finalize decorations for awards ceremony and dance. Send final meal counts and room reservations to establishment management.

1 Week Prior - Try to finish all preparations and be prepared for any last minute changes or phone calls. Finalize agendas and have convention program printed.

1 Night Prior - Committee meets with district officers at the convention site to discuss weekend responsibilities and finalize arrangements. Fill registration packets. Go over each agenda with those involved.

CONVENTION - Good Luck!

1 Week After - Committee meets to send out thank you letters. All expenses should be paid in full. Have committee evaluate the event for next year's convention.

Follow-Up and Conclusion

It is important to have your out-going district board of officers and your incoming district board of officers meet a few weeks after the convention to evaluate the event. Discuss what went well **and** what did not go as well as planned. Make sure you make notes and bring those notes along when the following year's convention committee has their first meeting.

The committee could design and provide an evaluation sheet for the convention to be filled out by the delegates in attendance. These evaluations can be reviewed and used to help set up next year's event.

Thank You Letters

Thank you letters are very important follow-up items after the completion of your district convention. The committee should assign someone to prepare letters from the district to all those who contributed to the convention in some way. The Junior Civitan governor and chair need to write the committee and those closely connected with the success of the event.

Conclusion

Organizing and orchestrating a Junior Civitan convention can be fun, trying, crazy, hectic, time-consuming, tense, exciting, touching and much more. If you follow the guidelines of this manual using the committee as well as delegating responsibilities among those involved, the event will be successful and very rewarding in the end.

Best of luck for the best convention that your district has ever seen!!!!

If you have any questions about this information on conducting a district convention, please contact:

Junior Civitan International
P.O. Box 130744
Birmingham, Alabama 35213-0744
USA

(205) 591-8910 • 1-800-CIVITAN
ext. 131 or 132
Fax: (205) 592-6307
Email - juniorcivitan@civitan.org