

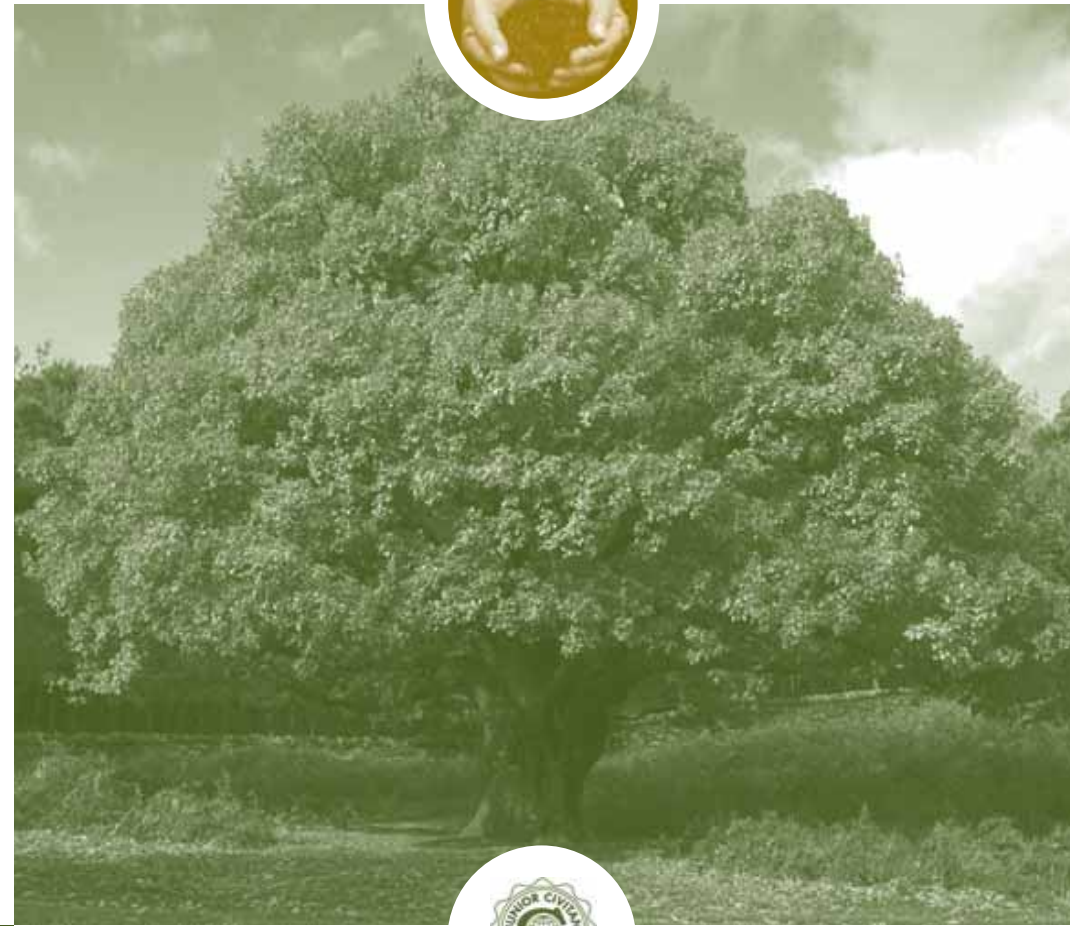


*Planting the seeds  
for a better tomorrow.*

## Quick Tips

### for an Effective Advisor

- Give advice to all Junior Civitans
- Encouragement to participate
- Enthusiasm for the program
- Nominate officers
- Have officer elections
- Installation of officers
- Mailing addresses of officers to International
- Elect committees
- Decide when to have club meetings
- Minutes from each meeting
- Correspondence from International
- Monthly reports
- Filing system of reports/projects
- Determine projects
- Finances-Fundraising activities
- Set annual budget
- Plan programs to encourage participation
- Create meeting agendas
- Dues payment
- Bylaws of the club
- Publicity for the club projects
- Sponsoring Civitan club meetings
- Supplies for the club



**Junior Civitan International**  
P.O. Box 130744 - Birmingham, AL 35213-0744 - USA  
205.591.8910 ext. 131 - Fax: 205.592.6307 - Email: [juniorcivitan@civitan.org](mailto:juniorcivitan@civitan.org)

PRINTED IN USA 11-08

Becoming a Junior Civitan Advisor

# Purpose

Junior Civitan is a service club tailored specifically for training young people to become “Builders of Good Citizenship” in the home, school, community and nation. Junior Civitan helps to initiate and develop leadership and encourage youth to live fuller more enriched lives, by unselfish service to others.



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

## Objectives

- Practice and promote good citizenship in the home, community, school and nation
- Promote high standards of scholarship and conduct in school
- Support good government on all levels and encourage respect for the law
- Serve the school, community and nation
- Develop leadership through unselfish service
- Practice the Golden Rule

## Responsibilities

- Ensure that all Junior Civitan fundraisers and projects are acceptable to the school and are in accordance with the regulations.
- Ascertain that Junior Civitan constitution and bylaws are keeping within school regulations and governing student organizations.
- Ensure financial records of Junior Civitan club are maintained in accordance with standard procedure for student groups to promote cooperative spirit within the school.
- Bring a “Civitan Understanding” to all members of the administration and faculty.
- As a faculty member you are already in a position to be familiar with the school regulations and resources available, therefore, make the club aware of the facilities available.
- Keep the principal informed concerning all of the Junior Civitan activities.
- Assume a position as counselor within the club. The club should function within itself.
- Work closely in planning the year’s activities, and give suggestions when you feel it would be helpful
- Lastly, look into getting involved with the Civitan program, to better understand and make the world we live in a better place for everyone!

