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# **CAMPUS CIVITAN CLUB BUILDING MANUAL**



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# TABLE OF CONTENTS

## **HOW TO ESTABLISH A CAMPUS CLUB:**

Policies for Campus Civitan .....	5
Incentives for Building a Campus Club. ....	6
Campus Club Chartering Timeline . ....	7-8
Sponsoring Club Commitment. ....	9
University Contact.....	9
Making Connections at Colleges .....	10
Promotion and Advertisement.....	11
Pre-Charter Meetings .....	12-13
Constitution & Bylaws .....	13
Organizational Meeting.....	14
Charter Presentation .....	14-16
Establishing a Bank Account .....	17
Post Charter Responsibilities .....	18

## **FORMS:**

Sign-up Sheet .....	Form A
Campus Civitan Application for Charter Membership.....	Form B
Request For Organizational Authority .....	Form C
Banner Order Form.....	Form D
Charter Presentation And Announcement Information.....	Form E
Charter Presentation Supplies Order Form .....	Form F
Order Form For Additional Supplies .....	Form G
Club Builder Forms .....	Form H
Certification For Chartering a Campus Club.....	Form I
Campus Civitan Charter Membership List .....	Form J
Dues Form.....	Form K



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## INTRODUCTION

We are happy you have taken an active interest in organizing a Campus Civitan club. A Campus club is like any Civitan club in any community in the world. "Campus" is an internal name given to these clubs, so one will automatically know that the club members are students of a college or university. Even though their Campus membership will end when they graduate from school, we hope they will transfer into a regular, community-based Civitan club and continue their Civitan membership.

Our organization is interested in giving college students the opportunity to help their campus and local communities while enhancing their personal goals. With classes, studies, social activities and sometimes jobs demanding their attention, college students' time is valuable. Although involvement in Campus Civitan requires an additional time commitment, there are many rewards, such as personal development, leadership enhancement, career opportunities, community service and fellowship. The club building manual designed to help you and other Campus club builders organize a Campus club for charter. Since each club builder must understand all concepts pertaining to this type of club, it is essential that each club builder study this manual, the Campus Civitan recruitment brochure, the *Campus Club Administrative Manual*, and become familiar with the current Campus Civitan calendar of events.

Campus members are college students of good reputation and character. Stated another way, Campus Civitans are young people who want to improve themselves and their communities. Each club establishes its own membership requirements, and anyone wishing to join must be approved by the club.

Remember, you are building a Campus Civitan club; therefore, you need to use the forms and information provided in this manual. Order all brochures, manuals and the standard form Campus Civitan club constitution and bylaws prior to your first meeting. All Campus Civitan brochures, manuals and forms can be ordered using the *Campus Civitan Order Form for Additional Supplies*.

## POLICIES

Although Campus Civitan clubs abide by many of the same policies as other Civitan clubs, the different social environment of the members create exceptions as follows:

- ◆ Clubs will have two (2) meetings per month during the regular school year (fall through spring) with the options for weekly meetings and/or meetings throughout the summer. We urge clubs to conduct a short business session at each meeting in addition to having a good program on topics of personal development for students. A good example is a presentation on how to start a job search.
- ◆ A club must have 25 paid members in order to obtain a charter.
- ◆ Annual international dues are \$15.00 per member. Annual club dues will be optional in accordance with each club's bylaws. We suggest club dues of \$5.00 annually. A membership roster, along with a check to cover the \$15.00 annual dues per member, should be submitted by November 15.
- ◆ The initiation fee for each member is \$5.00. This fee is waived for past Junior Civitans.
- ◆ Members joining after January 1 will pay \$7.50 international dues for the remainder of the year.
- ◆ The Campus Civitan administrative year is January 1 to December 31.
- ◆ Members will receive from International the Campus Civitan newsletter, *CiviTimes*, which focuses on Campus programs and is published two to three times during the school year.

## **INCENTIVES**

The most important incentive in creating a Campus club is that it provides an opportunity for college students to grow as they improve their communities. Also, Campus members are groomed to become Civitans, thus assisting Civitan with membership growth. Their new ideas and energy serve as valuable resources to Civitan clubs. In addition to these incentives, there are additional incentives for districts, clubs and individuals.

### ***DISTRICT***

- ◆ Your district receives five points toward the Quality Achievement Award (190 total points required) for each new Campus club built.
- ◆ The district is awarded two points per club toward the annual Quality Achievement Award for each existing Campus club maintained (i.e., dues paid, minimum of 15 active members in the school year).

### ***SPONSORING CIVITAN CLUB***

- ◆ Each sponsoring club becomes an Honor Club of Distinction if it achieves Honor Club for the year in which it builds a new Campus club.
- ◆ Maintaining an existing Campus club (i.e., dues paid, minimum of 15 active members) is a recognized service project which can be used toward achieving Honor Club recognition.
- ◆ A banner patch is awarded for the sponsorship of each new Campus club.
- ◆ A sponsored Campus club provides additional manpower for its sponsoring club's service projects and fund raisers.

## ***NEW CAMPUS CIVITAN CLUB***

- ◆ The new club receives a banner, pins and all charter supplies available to any new Campus Civitan club. These are gifts from the Campus department of Civitan International.
- ◆ A Campus club charters with 40 or more members receives a free gift from the Civitan International Supply House. We suggest the sponsoring club or district purchase any other Supply House gifts to present at the charter ceremony.

### ***CLUB BUILDER***

- ◆ Up to three club builders may receive credit for establishing a Campus club. The first club builder is eligible to receive one free navy Campus club building sweater for a club builder. The cost for additional sweaters is \$40. The sponsoring club or district pays for additional sweaters.
- ◆ Receives a certificate of recognition as a Campus club builder.

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# CAMPUS CLUB CHARTERING TIMELINE

## **FIRST FOUR WEEKS**

- 1. Select the college or university.
- 2. Confirm commitment from sponsoring club(s) to build and support the new club.
- 3. Confirm commitment from two or three individuals in the sponsoring club to work on the development of the new club until charter.
- 4. Sponsoring club should budget needed funds for pre-charter expenses and charter supplies.
- 5. Order informational materials from Civitan International.
- 6. Form your core group of students and begin on-campus publicity (see Promotion & Advertisement).
- 7. Arrange a meeting with the dean of student affairs to discuss school chartering regulations, ways to publicize to students, faculty and student recommendations/contacts, and how Civitan can benefit the campus.
- 8. When five to eight prospects have committed to attend, carefully plan and conduct the first pre-charter meeting. Be sure to ask prospects to join, collect *Applications for Charter Membership*, initiation fee, annual dues and ask them to bring a minimum of two guests each to the next meeting. Announce charter presentation date approximately eight weeks from first meeting. **A minimum of 25 members must join before the charter is presented.**
- 9. After the first meeting (provided you have five or more joining), mail the *Request for Organizational Authority* to the Campus Coordinator at Civitan International and send a copy to your district governor.

## **SECOND FOUR WEEKS**

- 10. Submit the *Campus Civitan Banner Order Form* to Civitan International as soon as possible.
- 11. Continue to hold weekly pre-charter meetings until the charter presentation.
- 12. After signing 20 or so members, plan and hold the official organizational meeting to elect officers and adopt the constitution and bylaws. Samples of the *Campus Constitution and Bylaws* are available through Civitan International. After the new club's constitution and bylaws are adopted, you must mail a copy to Civitan International.
- 13. Plan the charter presentation and notify all who are to be a part of the program. Submit the *Campus Civitan Charter Presentation and Announcement Information* and the *Request for Charter Supplies* to Civitan International.
- 14. Start planning and implementing community and campus service projects with the new officers to keep the members active and interested.

- 15. Contact Civitan International's Campus Coordinator to receive the club's Tax Identification Number. (U.S. clubs only.) The charter date must be set.
- 16. Establish the club's bank account and submit a proposed club budget to Civitan International (see Establishing a Campus Civitan Bank Account.)

### **THIRD FOUR WEEKS**

- 17. Train the new officers prior to charter presentation.
- 18. Acquire a permanent on-campus post office box mailing address.
- 19. Submit a sample copy of the club newsletter or bulletin to Civitan International.
- 20. Send the following to Civitan International **at least three weeks prior to charter presentation**: *Charter Membership List*, along with the *Charter Membership Applications*, appropriate initiation fees, International dues, and the *Certification for Chartering a Civitan Club*.
- 21. Conduct the charter presentation ceremony.
- 22. Meet with the new club president to plan the first meeting after charter presentation.
- 23. **Have a member of the sponsoring club and at least one club builder attend every meeting.**

**This timeline is only a guide. Items should be followed in a time schedule that works most effectively for the new Campus club. It is highly encouraged that the charter process not be delayed or dragged out for too long. This WILL result in college students losing interest!**

**Experience indicates that Campus Clubs with memberships of 40 to 75 are more effective than larger or smaller new clubs. However, that decision is strictly a local decision based on local needs.**



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## SPONSORING CLUB COMMITMENT

After becoming thoroughly familiar with the Campus Civitan program, club builders should carefully consider the colleges and universities in the area where they would like to establish a Campus Civitan club. **A pledge of assistance and hands-on, active support by the sponsoring club should always be obtained.** As a group, the sponsoring club provides support in several important ways:

- ◆ Members may supply the club builders with names of prospective members attending the college or university. In such cases, those members should be able to commit a day or so of recruitment time to accompany the club builders when they call on these prospects.
- ◆ The sponsoring club should provide budgeted funds to help with some of the expenses of getting the new club chartered; however, chartering a new Campus Club need not be an expensive undertaking. From past experience we find that, depending on the distance from the sponsoring club, about \$150.00 to \$250.00 is adequate. An additional \$100.00 to \$300.00 (depending on the student enrollment of the campus) should be budgeted if you plan to run an advertisement in the school's newspaper or on the school's radio or television stations.
- ◆ The sponsoring club should have representatives at meetings during the pre-charter period and have good representation at the charter presentation. **It is most important that a representative of the sponsoring club, preferably one of the club builders, meet at least monthly with the new club,** especially in the fall when membership drives are crucial.
- ◆ **The sponsoring club must assist the Campus club in a "big brother" role.** Campus clubs are very fragile. The membership from one year to the next could have as much as an 80% turnover. The members will be enthusiastic but inexperienced. They will not be familiar with Civitan history, operational procedures, service project commitment or other elements of a Civitan club that we often take for granted. The

club's faculty advisor could change for various reasons. **In essence, the sponsoring club's most important responsibility begins after the charter.**

## UNIVERSITY/ COLLEGE CONTACT

Club builders should arrange a meeting at the school with the dean of student affairs or the person handling school organizations at the college or university. The best plan for beginning a club is to already have a core group of interested students. Past Junior Civitans, along with other students, would be a good start. This will make a tremendous difference when explaining how you would like to begin pre-charter meetings of the new club.

During the meeting with the dean of student affairs, explain the entire Campus Civitan program and discuss the campus and community needs. Prepare a Campus Civitan portfolio for your presentation using the Campus brochure, *Civitan Magazine*, *Civitan – A Service Club Worthy of Your Time* brochure, Campus Civitan newsletters (*CiviTimes*) and sponsoring club literature.

Explain how a good, positive service club for students can assist the school and the community while providing valuable leadership training, personal development and career opportunities for the students. Tell the dean about our successful middle school and high school program, Junior Civitan. Be sure all school officials understand that your objective is to help students assist the school and cooperate with school officials, not to interfere in school affairs. **Assure the dean that the sponsoring club will provide members to assist the faculty advisor(s) assigned to the club.**

Explain that the club is open to all students and would follow the school's criteria in establishing its constitution and bylaws. Counsel with the dean to achieve eligibility for recognition by the Student Government Association (SGA). Clubs recognized by the SGA may apply for funding to attend international meetings and to support projects. Be sure to find out the requirements to meet the student club criteria and that of the SGA. A letter should be sent to the dean following your meeting extending appreciation for the meeting, summarize your discussions and confirm the actions you plan to take.

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# CLUB BUILDING

## MAKING CONNECTIONS AT COLLEGES

Making initial contacts can sometimes be one of the most difficult parts of club building. Whenever you approach a school, there are three types of contacts for which you should be looking.

### ***STUDENTS***

In order to successfully build a club, it is essential that you have a core group of committed students at the beginning of the process. At very small colleges, simple publicity may be enough to grab the attention of the students. At larger colleges, there are usually hundreds of organizations and simple publicity can get "drowned out". In both cases, though, the most effective form of recruitment is to carefully choose outstanding students and explain Civitan to them in person. This way, you will have their attention, and they will feel appreciative that you contacted them. When selecting your core group, consider the following sources:

- ◆ The Campus Civitan Coordinator maintains a list of where reported graduating Junior Civitans go to college each year. These contacts are excellent, because they are already familiar with the Civitan organization.
- ◆ Another good idea is to ask for contacts from members in existing Campus clubs. Most college students have friends at other colleges within the state, and a friend would be the best person to sell the idea of Civitan to someone. Plus, this would be a great opportunity to get Campus members more involved with building clubs.
- ◆ You should target and approach organizations that uphold the ideals of Civitan. For example, some colleges may have a Community Services Office, and most colleges will have an Inter-Fraternity Council and Panhellenic Office for fraternities and sororities, respectively.

- ◆ During summer, most colleges hold orientations for the fall term. At these orientations, there is usually some type of Organizations Fair at which clubs set up tables and displays to distribute information. When you contact the Student Affairs Office, you should ask about such an opportunity. Also, if you have student and faculty contacts at the college, they would be the best persons to staff the table.

### ***FACULTY***

Each club needs a strong faculty advisor. If you already have student contacts, then they would be excellent in contacting and choosing an effective advisor. If not, you may want to find out if the college has a faculty newsletter or paper. If so, submit an upbeat advertisement for the position of Campus Civitan club advisor. Also, members of Civitan clubs in that community may know someone who works at the college.

### ***ADMINISTRATION***

Each college has different procedures for chartering clubs. You should begin by finding out who is in charge of the chartering process. A good way to start it by calling the college and speaking to the Student Affairs Office. Someone in this office may be able to help you or direct you to the student organizations director or the Student Government Association. One of these offices should be able to explain the chartering process at that particular school.

## PROMOTION AND ADVERTISEMENT

Before beginning, call Civitan International to request a Membership Recruitment Kit for an informational table and recruitment campaign. This kit includes brochures and other items to assist you in promotion.

When meeting with the dean of students, ask for suggestions of how best to reach the students through advertising. The dean might even provide a list of student names and addresses. The dean should also be able to provide space for your pre-charter meetings. He or she may have some suggestions on a faculty advisor. However, this area will probably be the responsibility of the club builders or the membership of the new club. Perhaps there is a Civitan member on the faculty of the school or one who knows faculty members you can contact about advising your new club.

The first rule of recruiting on campus is you must assemble a core group of interested students who will help you with building the club and recruiting members. To assemble this core group, first contact Civitan International to find out if there are past Junior Civitans reported for attending the college. Many club builders have also been successful by contacting local Junior Civitan club advisors and asking for their input on students attending colleges. You may also try asking other Campus Civitans in the state if they have friends attending your targeted college. Personally contact these students and ask for their assistance. If you have no initial contacts at your college, don't give up. As you proceed, you will meet interested students.

Organize a meeting with your core group of students to discuss school policies, chartering procedures, publicity, plans for your first pre-charter meeting and their vision for this club. Be sure to delegate responsibilities such as publicity and recruitment to those present. Set a time and location for your first pre-charter meeting. Also, make plans for an information table and ask your core group to man the table (it's always best to have students staffing the table).

Contact the Student Union and get permission to set-up the information table in a well-traveled area. They will almost always provide the table for you. You will need to bring handouts about the club including sample projects, leadership opportunities, brochures, etc. Make a flyer advertising the time and location of the first pre-

charter meeting and strongly promote attending this meeting. You should also bring a tablecloth and an appropriate gimmick such as lemonade or Civitan mints.

During the meeting with your core group, you should discuss effective means of publicity. This may include flyers in classrooms and dorms, table tents in cafeterias, banners, E-mail, personal letters to friends, etc. Use different methods of publicity each time you promote a pre-charter meeting. Delegate the creation and distribution of this publicity to your core group; they will be best suited for these tasks.

Call each person that signed up at the information table and encourage them to attend the pre-charter meeting. Send letters of invitation (see sample) to those people and also have your core group provide you with the names and addresses of people they feel would be interested in Civitan. Also have each person in your core group invite two people.

Repeat this publicity and communication after each pre-charter meeting until you are ready for the organizational meeting.

Dear John,

You are cordially invited to our first meeting for the formation of the Anytown Campus Civitan Club.

We are offering you the opportunity to join an international organization that supports community service projects and personal development. We want to invite you to become a charter member of the new University of California Campus Civitan Club. This club offers service to the university and community, fellowship with other student members, personal enhancement and career development opportunities.

Civitan International, a leading service organization, has begun a new program focusing on the establishment of clubs on college and university campuses. Campus Civitan clubs have already been established at (names of other campuses).

Please join us for the first meeting on:

Wednesday, October 8, at 7:30 p.m.

Hamilton University Center Auditorium

Please arrange 45 minutes of your schedule on this date to come and see what the Civitan organization has to offer. Refreshments will be available for all attendees.

If you are unable to attend our initial meeting but are interested in being a part of this new Campus Civitan club, please contact me at my business 992-7847 or residence 993-5543.

We hope to see you on October 8.

Sincerely,

Mark North  
Berkeley Civitan Club

# FIRST PRE-CHARTER MEETING

When the time, date and place for the first meeting have been set, advertise this meeting by all available means. Since you are building the club on a college campus, you have a direct market. College students enjoy receiving mail and a high percentage also read their campus newspaper. Make sure your core group and any other prospects receive direct correspondence. The dean of student affairs and the faculty advisor (if appointed) should be in attendance at the first meeting.

Make a telephone reminder call to the core group the day before the meeting. Arrive early the day of the meeting to pre-check the site. Make sure it is properly set up, doors unlocked and that snacks have been properly arranged. Check the lighting, air conditioning, seating, etc. Be sure that your extension cords, VCRs, projectors, tape recorder, etc., are all working properly if you plan to use these. You should even have a spare bulb for the projector. Nothing is worse than being unprepared by not having the necessary equipment. Have all the necessary supplies with you including charter membership applications, informational brochures, name tags, pens and markers.

Prepare and distribute handouts containing sample projects, possible leadership opportunities, dues and meeting information and anything else you find useful and inspiring.

Have two or three other Civitans on hand to welcome and talk with prospective members prior to and after the meeting. Be sure that the Civitans “mix” with the prospects, not congregate together. Make certain everyone wears a name tag so the prospects will feel more comfortable. It is important to start and end the meeting on time, even if you are expecting a bigger crowd than those who are there at the starting time (see sample agenda).

The most articulate club builder should present the Campus Civitan concept to the prospective members. Give them a brief history of Civitan, your club, its projects

and other interesting facts. Show them that they will receive leadership experience, fellowship, career opportunities and the satisfaction of personal involvement in the school and community. The presentation should “sizzle with excitement” and make prospects eager to join. Do not let this meeting drag out! Your presentation should be no more than 15 minutes.

A question and answer period is valuable so that any point not fully understood may be clarified. Each prospective member should be given the Campus brochure and a past issue of *CiviTimes* or *Civitan Magazine*.

After all questions have been answered and prospective members have had ample time to seriously consider membership in the club, ask them to join. All college students have the opportunity to become charter members of the club by paying the \$5.00 initiation fee (waived for past Junior Civitans) and the \$15.00 annual international dues.

Please take note that each Campus applicant must pay both initiation fees and annual international dues

upon joining. If the prospect joins after January 1, he or she will pay half the regular amount for annual international dues. Annual dues for the next Campus Civitan fiscal year are to be reported by November 15.

Meetings should be held weekly or bi-monthly at the best time for the students. Campus club meetings rarely include a meal, except for special occasions. Many times a Campus club will want to meet at night, perhaps as late as 9:00 p.m., to attract the best attendance. We suggest having refreshments and snacks at the beginning and end of each meeting.

Immediately after the first meeting, provided you have five or more joining, complete and mail the *Request for Organizational Authority* to the Campus Coordinator at Civitan International and send a copy to the district governor. Order the banner for the new club as soon as the name is determined, since six to eight weeks are required for delivery.

## PRE-CHARTER MEETING

- 7:00 Opening and welcome
- 7:05 Self-introductions  
Pass around sign-up sheet
- 7:10 Campus Civitan information presentation
- 7:30 Question and answer period
- 7:35 Ask prospects to join by filling out the Charter Member Application and paying the initiation fee and International dues.
- 7:45 Announce next meeting and appeal for them to bring at least two guests.
- 7:50 Adjourn for snacks and refreshments

## FOLLOWING EACH PRE-CHARTER MEETING

Immediately following each pre-charter meeting, the club builders should communicate with all prospective members in two ways:

First, a letter should be sent to everyone who visited the club, even if he or she did not join. Use the sign-up sheet from each meeting for names and addresses. All prospects should receive letters and flyers until charter night. It is most important to check with the dean of student affairs to see if letters can be mailed through their post office box system. Many on-campus students have a campus post office box and the school will allow you to send mail at no cost. Also, most college students have E-mail and use it regularly. This may be a more efficient and useful form of communication with them.

Second, appoint a telephone committee made up of members who have already joined the club. These charter members should call other members and prospects to invite them back.

Tom Barker  
UC Box 1702  
Berkeley, CA 97820

Dear Tom,

Thank you for attending the meeting last Wednesday. It is always great to talk with young people who are in college and experiencing a new world of opportunities for the future. Becoming involved with the new Campus Civitan club at the University of California allows you to discover the best in yourself and in others.

I referred to Wednesday's group as a membership base because you will help us form and mold this club. Whenever you read or hear about the Civitan club at UC, remember that you and a few others took the initiative to begin the club.

Speaking on behalf of Berkeley Civitan Club President, Mary Allison, and club member, Jerry Turner, we are very excited about this club and your initial involvement. I am looking forward to our meeting at 7:30 p.m. Wednesday, October 15, Hamilton Center, Room 101.

Best regards,

Mark North  
Club Builder  
Berkeley Civitan Club

## SUBSEQUENT PRE-CHARTER MEETINGS

During the subsequent pre-charter meetings, you might be tempted to abbreviate your Campus Civitan presentation because there are some in attendance who heard the program at previous meetings. Remember that new prospects, even if they are just a few, came to hear your message and you must present the program. Do not short change them. You should change the Civitan story a bit at each meeting, by speaking of different aspects of Civitan work. Topics could include Special Olympics, unique fund raisers, the Civitan International Research Center and local club projects which would be especially meaningful to prospective members.

Discuss charter date goals, possible initial projects and the election of officers and answer any questions. Conclude by asking the prospective members to join and to bring guests to the next meeting.

You must continue recruiting and meeting until you have 20 to 22 members. Contact the Campus Coordinator at Civitan International to inform him or her that you are ready to conduct the "organizational meeting."

At the pre-charter meetings prior to the organizational meeting, nominations for club officers should be made and a constitution and bylaws committee appointed. A list of nominees for each club officer should be published before the organizational meeting. Allow only paid charter members to run for office and cast votes.

## CONSTITUTION AND BYLAWS

The constitution and bylaws committee should meet with the club builders to outline the club's constitution and bylaws. The constitution and bylaws must contain the name of the club, officers, committees, initiation fees, dues, meeting date and time, etc. Sample Campus constitution and bylaws can be ordered using the *Campus Civitan Club Order Form for Additional Supplies*. Please be sure that the club's constitution and bylaws abide by the school's mandatory rules and regulations for clubs and organizations.

## ORGANIZATIONAL MEETING

In addition to regular pre-charter meeting items you have covered in the past, club members must elect officers at the organizational meeting and approve the constitution and bylaws. As a “point of order” and as encouragement for others to join, only those who have paid their membership fees and joined the club are entitled to vote in these matters. The person responsible for officer training (perhaps one of the club builders) should be present to assist, if necessary, and to confirm training dates for new club officers. The officers of the new Campus club should be trained **before** the charter is presented.

Also, the charter cannot be issued until the names, addresses and initiation fees with annual dues are received by Civitan International.

Usually, even after the election of officers, a club builder should continue to conduct and chair the meetings until after the charter presentation. This allows the new officers adequate time to work with the club builders in order to prepare a proper agenda, etc.

When you have received signed applications with fees and dues paid for the minimum 25 members, you are

ready to submit all the necessary paper work to request a charter. After you submit all required forms with proper fees to Civitan International, it is time to plan the charter presentation.

## PLANNING CHARTER PRESENTATION AND CEREMONY

The chartering of a new club is always regarded as a very special occasion. Club and district officers will want the opportunity to be present at your charter ceremony. Upon receipt of the *Charter Presentation and Announcement Information* and the *Certification Form*, Civitan International will send an announcement of the new club charter to each club president in the district, to your district officers and to all international officers.

Proper planning is essential in order to ensure the charter presentation a time to remember. Be sure to include the new Campus club officers in the planning of the charter presentation. Order all charter presentation supplies. Contact those involved in the program to remind everyone of the time limits. Do not allow the ceremony to “drag out.”

Make precise arrangements with your contact at the restaurant or banquet hall for the room set up, public address system, meal costs, method of payment, etc. **It is best to find a location that can give you a private room for your banquet.** Most colleges and universities have suitable banquet facilities that charge a very reasonable meal price. Every person, including the club builders and the district governor, should pay his/her own way! Strict observance of this rule will prevent a large expenditure for the sponsoring club and an embarrassment to both the new club and sponsoring club. It is suggested that the treasurer of the sponsoring club collect the payment from each person in attendance.

Many ceremonies are formatted with a head table of dignitaries. Another concept eliminates the “head table,” with the thought that all charter members are the guests of honor and, therefore, the most important people in attendance. For this format, the room is set up with tables “in the round” with the speaker lectern placed at the head of the room. Prepare place cards and notify those with special seating. It is recommended that a club builder serve as master of ceremonies since the new Campus Civitans may be more comfortable with him or her.

### ORGANIZATIONAL MEETING

- 7:00 Opening and welcome
- 7:05 Self-introductions  
Pass around sign-up sheet
- 7:10 Campus Civitan information presentation
- 7:20 Question and answer period
- 7:25 Ask prospects to join by filling out the Charter Member Application and paying initiation fee and International dues (last chance to join before elections)
- 7:30 Approve Constitution and Bylaws
- 7:40 Elect Officers
- 7:45 Discuss details of first project
- 8:55 Discuss charter ceremony
- 8:05 Announcements and adjourn for snacks and refreshments

# Program

## Charter Members

Aamer Akhter	Scott Jackson
Elizabeth Atkins	Michael
Nathan Becker	Mallinger
Laurie Blich	David McLaren
Paul Bowman	Duff Means
Patrick Coffey	Grant Michalski
LeKhessa Doctor	Usha Nair
Drew Evangelista	Steve Parks
Jennifer Gladu	Billiee Pendleton-Parker
Dan Gottlieb	Kathryn Pierce
Jesse Guthrie	Susannah Rogers
Koren Harris	Kate Schafer
Wendy Horowitz	Jeremiah Sauber
Adele Houlder	Rusty Wilde
	Chris Wright

## Charter Officers

Scott Jackson, President	Elizabeth Atkins, Vice President of Membership
Kate Schafer, Vice President of Projects	Kathryn Pierce, Public Relations Coordinator
Michael Mallinger, Secretary	Stephen Parks, Treasurer
Stephen Parks, Treasurer	LeKhessa Doctor, Historian
LeKhessa Doctor, Historian	Usha Nair, Faculty Advisor

Welcome .....	Sally Hilton President Civitan Club of Atlanta
Pledge of Allegiance .....	Stephen Parks Treasurer GT Campus Civitan Club
Civitan Creed.....	Elizabeth Atkins Vice President GT Campus Civitan Club
Invocation .....	Kathryn Pierce Public Relations Coordinator GT Campus Civitan Club
<b>Dinner</b>	Sally Hilton
Guests .....	Michael Mallinger Secretary GT Campus Civitan Club
Letters of Congratulation .....	Jack Bradford President-Elect Civitan International
Initiation of Members .....	Al Saunders Director, Region II Civitan International
Installation of Officers .....	Kristi A. Bass Campus Coordinator Civitan World Headquarters
“Welcome to Civitan” .....	Don Bowles Governor Georgia District North
Charter Presentation .....	Scott Jackson President GT Campus Civitan Club
President’s Remarks .....	
Special Presentations	
Adjourn	

## **MEMBER INITIATION CEREMONY**

Ladies and Gentleman:

You have been accepted to membership in the \_\_\_\_\_ Campus Civitan club, and for this honor you are to be congratulated. Civitan International has a long and distinguished history and heritage. It will be the function of your club, in the near future, to further acquaint you with the organization to which you now affiliate yourself.

Earlier in the program you heard, perhaps for the first time, the Creed of Civitan. This creed forms the philosophical base of our organization and your acceptance of its ideals marks you as a Civitan. It is our creed that I wish to direct your attention at this time.

The Creed of Civitan is a **personal** creed. It is the voice of one person saying, "I am Civitan." The Creed of Civitan is an **action** creed. It highlights action words such as **work, listen, search and build** in expressing ideas of personal involvement with one's fellow man, community, nation and world.

The Creed of Civitan is a creed of **freedom**. It upholds the rule of law, respects the pride that one feels for his native land, and dignifies the associations which produce the material and spiritual wealth of society.

The Creed of Civitan is a creed of **dedication**. It pledges each Civitan to strive to order his relationships with others in accordance with the Golden Rule.

If you accept the challenges of this creed and are willing to bind yourself by its Golden Rule pledge, please say after me, "I am Civitan."

I am happy to certify that you are duly initiated members of Civitan International and the

\_\_\_\_\_ Campus Civitan club, and to present you with the lapel insignia which will identify you as active Civitans. Congratulations!

## **OFFICER INSTALLATION CEREMONY**

(Newly elected officers stand, facing the installing officer. Installing officer addresses the newly elected officers)

Honored Civitans, you have been chosen by your fellow members to lead them in the activities of your club for the ensuing year. You will be expected to originate and execute plans governing the conduct of this club. Your keenness of foresight, efficiency of administration and loyalty of purpose will determine the success and progress of this organization. I earnestly charge you to dutifully and loyally carry out the duties pertaining to your respective offices, so that the high ideals, aims and purposes of Civitan may be given definite interpretation. Keep your vision elevated, looking toward the continued progress of our club, district, community and nation.

You will now repeat after me the pledge of Civitan. "My Pledge (pause) is to practice the Golden Rule (pause) and to build upon it (pause) a better and nobler Citizenship."

(Installing officer addresses the members of the club)

Fellow Civitans, the officers of your choice now stand before you. Since you have laid upon them the solemn responsibility of leadership, it becomes your duty to wholeheartedly support them in every undertaking for the advancement of this club and the common good of Civitan. Individual responsibility, properly conceived and accepted, is the ultimate factor in the success of our organization.

(Installing officer addresses the new officers)

On behalf of Civitan International and the \_\_\_\_\_ Campus Civitan club, I declare you duly installed. I extend to you the right hand of fellowship and the token of your office. Congratulations!

(Installing officer shakes hands with each officer and presents their officer pin)



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## **ESTABLISHING A CAMPUS CIVITAN BANK ACCOUNT**

While this process may be time consuming, it is one of the most important things to be accomplished. The bank account is where your money will be held and controlled. This section will focus on the most common methods of setting up a Campus club account.

First of all, find out from the student affairs office what financial requirements organizations must follow. Some schools require all organizations go through the school to set up accounts. In these cases, the Student Government Association (SGA) or the dean of student affairs will direct you on how to proceed. In most of these cases, all that is required is filling out paperwork and usually, a deposit is not required. However, have money ready to deposit just in case. Also, the club president, treasurer and advisor are most often the officers allowed to make financial transactions. These individuals should set up the account.

In these school-sponsored accounts, usually the student affairs office or the SGA requires clubs to submit a budget each term. The club treasurer will then bring receipts to their SGA or student affairs representative and the club will be reimbursed. When it comes to paying bills, some schools will allow you to give them the bill and they will pay it. With school-sponsored accounts, make sure to find out from student affairs if there are any spending restrictions and **all** the requirements before setting up your Campus account.

If the school allows clubs to set up their own accounts, you may go through a financial institution. In these cases, most banks have the same requirements for organizational or club accounts. In most cases, banks will require two or more signers, however, you can generally set up the account where only one signer has to be present for financial transactions. While all banks require photo identification, for organizational or club accounts, some banks require a business license. In these cases, they may allow a copy of your most recent minutes showing who has financial authority and who the officers are. Otherwise, state issued identification is allowed.

Most United States financial institutions will require a Tax Identification Number which Civitan International will help you obtain. However, if you do not have the Tax ID Number when you begin to open the account,

you may use the sponsoring club's Tax ID number until the Campus club receives it from Civitan International. When you receive it, inform the bank immediately, so they can update your account with some minor paperwork. Another requirement is a minimum deposit. Unlike school-sponsored accounts, banks require a minimum deposit of \$100 to open an account. The individual branches may be lenient on the amount if you do not have it in full.

While all major financial institutions have the same general requirements in setting up accounts, the major differences are in the types of accounts. The best advice in this situation is to use your best judgement. When setting up the account, make sure the advisor is present to give their input.

**When setting up your Campus Civitan club account, be sure you get all the information before making a decision.**

**"WHAT WE NEED IS MORE PEOPLE  
WHO SPECIALIZE IN THE  
IMPOSSIBLE."**

**-- THEODORE ROETHKE, POET**

## RESPONSIBILITY AFTER CHARTER

Once the new Campus Club has chartered, you become a "BE SURE" club builder. **We want to emphasize the importance of the sponsoring club's and the club builders' continuing responsibilities to the new Campus club.** Here are four "BE SURE" reminders that the sponsoring club(s) and the club builders need to remember for the continued growth and success of the new Campus club.

- ◆ **BE SURE** the Campus Civitan club is having regular meetings and membership drives. The graduation of 80% (20 out of 25) of the members of a Campus club could result in poor participation the next year which, in turn, might cause the club to fold completely.
- ◆ **BE SURE** all classifications (freshman, sophomore, junior and senior) and several different majors are represented in the club. Do not form one major or classification "clique" club because they are destined to fold after a few years.
- ◆ **BE SURE** the faculty advisor has the assistance and support of the club builders and the sponsoring club. The club builders should continue to act as liaison between the sponsoring club and the Campus club. If the advisor moves to another campus or retires, it is important that someone from the sponsoring club continues to work for the success of the club. Campus clubs may fold because one person (club builder or faculty advisor) responsible for working with the club leaves and no one takes his or her place.
- ◆ **BE SURE** to hold joint projects, meetings and social events with the Campus Civitan club and the sponsoring club. This builds stronger relations and possibly future members for your club or other Civitan clubs.

## CONCLUSION

Civitan International is excited about the renewed club building movement at colleges and universities. We have attempted to provide the basic information needed to organize a Campus Civitan club and get it off to a good start. Of course, you will need to adapt to local conditions and supplement it with your own ideas. Civitan International will provide additional counsel and assistance when you have special problems or needs.

**The success of any Campus Civitan club depends on good, strong leaders and the continued support of both the club builders and the sponsoring club(s).** Use all the valuable training you received at the Club Building Seminar, materials offered and the confidence you have representing the Civitan tradition, as well as any other available resources to make this new club a vital part of the community and to make membership rewarding to all members. Good Luck!

**"SUCCESS IS NOT ABOUT INDIVIDUAL  
ACHIEVEMENT. SUCCESS IS A  
SHARED EXPERIENCE CONNECTED  
WITH LOTS OF PEOPLE. IT IS A  
BOTTOM LINE WITH A HEARTBEAT."**

**-- TOM CHAPPELL, COFOUNDER &  
PRESIDENT, TOM'S OF MAINE**

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# **CLUB BUILDING FORMS**



.....  
**CAMPUS CIVITAN**  
.....



**NAME            YEAR IN SCHOOL            ADDRESS            E-MAIL            PHONE**

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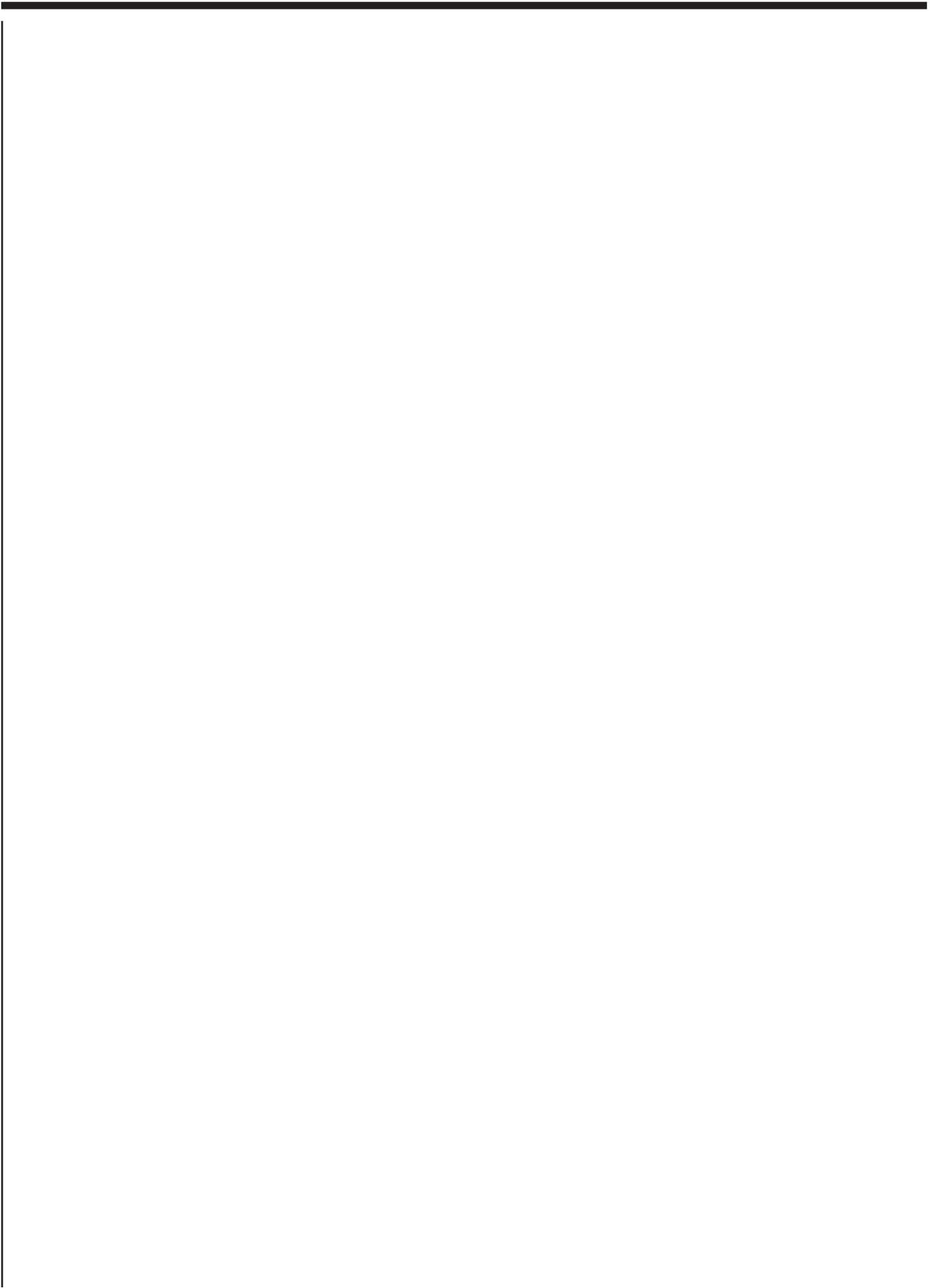
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# CAMPUS CIVITAN

FORM B

## APPLICATION FOR CHARTER MEMBERSHIP

**PLEASE PRINT. MAKE ADDITIONAL COPIES AS NEEDED.**

Campus Civitan Club \_\_\_\_\_ Sponsor's Name \_\_\_\_\_  
Name \_\_\_\_\_ School Telephone \_\_\_\_\_  
School Address \_\_\_\_\_  
City, State/Province, Postal Code \_\_\_\_\_  
Summer/Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City, State/Province, Postal Code \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of Graduation \_\_\_\_\_ Classification \_\_\_\_\_ Major \_\_\_\_\_  
Other organizations/activities \_\_\_\_\_  
Optional information:  Male  Female  Single  Married Birth Date \_\_\_\_\_  
Are you a former Civitan, Junior Civitan, or Campus Club?  Yes  No  
If yes, please indicate what club: \_\_\_\_\_ City/State/Province \_\_\_\_\_

### COMPLETED BY NEW MEMBERS ONLY

I hereby request membership in the \_\_\_\_\_ Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay the sum of \$5.00 as an initiation fee, in addition to annual club and Civitan International dues. I understand that \$1.25 of the Civitan International annual dues applies to liability insurance.

Signature of Applicant

Date

### COMPLETED BY FORMER JUNIOR CIVITANS, TRANSFERS, OR REINSTATED MEMBERS ONLY

I hereby request membership in the \_\_\_\_\_ Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay annual club and Civitan International dues I understand that \$1.25 of the Civitan International annual dues applies to liability insurance, and that my initiation fee is waived.

Signature of Applicant

Date

# CAMPUS CIVITAN

FORM B

## APPLICATION FOR CHARTER MEMBERSHIP

**PLEASE PRINT. MAKE ADDITIONAL COPIES AS NEEDED.**

Campus Civitan Club \_\_\_\_\_ Sponsor's Name \_\_\_\_\_  
Name \_\_\_\_\_ School Telephone \_\_\_\_\_  
School Address \_\_\_\_\_  
City, State/Province, Postal Code \_\_\_\_\_  
Summer/Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City, State/Province, Postal Code \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of Graduation \_\_\_\_\_ Classification \_\_\_\_\_ Major \_\_\_\_\_  
Other organizations/activities \_\_\_\_\_  
Optional information:  Male  Female  Single  Married Birth Date \_\_\_\_\_  
Are you a former Civitan, Junior Civitan, or Campus Club?  Yes  No  
If yes, please indicate what club: \_\_\_\_\_ City/State/Province \_\_\_\_\_

### COMPLETED BY NEW MEMBERS ONLY

I hereby request membership in the \_\_\_\_\_ Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay the sum of \$5.00 as an initiation fee, in addition to annual club and Civitan International dues. I understand that \$1.25 of the Civitan International annual dues applies to liability insurance.

Signature of Applicant

Date

### COMPLETED BY FORMER JUNIOR CIVITANS, TRANSFERS, OR REINSTATED MEMBERS ONLY

I hereby request membership in the \_\_\_\_\_ Civitan Club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay annual club and Civitan International dues I understand that \$1.25 of the Civitan International annual dues applies to liability insurance, and that my initiation fee is waived.

Signature of Applicant

Date

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# CAMPUS CIVITAN CLUB REQUEST FOR ORGANIZATIONAL AUTHORITY

This form should be sent to the Campus Coordinator at Civitan International and a copy sent to the district governor immediately after the first meeting of the new club-in-progress (provided you have five or more joining). Civitan International will send letters to each of the new members listed on the form. **Please type or print.**

For the organization of the \_\_\_\_\_ Civitan Club  
City \_\_\_\_\_ State/Province \_\_\_\_\_

Sponsored by the \_\_\_\_\_ Civitan Club  
of the \_\_\_\_\_ District

Approximate enrollment of the college or university: \_\_\_\_\_

Is this a two-year or four-year school? \_\_\_\_\_ Is the school on quarters or semesters? \_\_\_\_\_

List the other established service and civic clubs at the school: \_\_\_\_\_

How many pre-charter meetings have been held to date? (A pre-charter meeting is a meeting in which the program, purposes and principles of Civitan have been discussed.) \_\_\_\_\_

If this *Request for Organizational Authority* is approved, where and when will the subsequent meetings of this Campus Civitan group be held? \_\_\_\_\_

What is the target date for chartering of this new club? \_\_\_\_\_

What civic activities and service projects could this new club undertake at an early date following charter? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acting in the belief that a Campus Civitan club would be in the best interest of the school described above, we, as representative students, request from Civitan International the authority to establish a Campus Civitan club here in accordance with your established requirements, to which end we pledge our active support.

Name: \_\_\_\_\_ Initiation Fee & Annual Dues Collected?  
Address: \_\_\_\_\_  Yes  No  
City/State Province/Postal Code: \_\_\_\_\_  
Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Initiation Fee & Annual Dues Collected?  
Address: \_\_\_\_\_  Yes  No  
City/State Province/Postal Code: \_\_\_\_\_  
Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Initiation Fee & Annual Dues Collected?  
Address: \_\_\_\_\_  Yes  No  
City/State Province/Postal Code: \_\_\_\_\_  
Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Initiation Fee & Annual Dues Collected?  
Address: \_\_\_\_\_  Yes  No  
City/State Province/Postal Code: \_\_\_\_\_  
Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Initiation Fee & Annual Dues Collected?  
Address: \_\_\_\_\_  Yes  No  
City/State Province/Postal Code: \_\_\_\_\_  
Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_



Approved: \_\_\_\_\_ Date  
District Civitan Governor  
Approved: \_\_\_\_\_ Date  
District Campus Civitan Chair  
Approved: \_\_\_\_\_ Date  
President of Sponsoring Club(s)  
Approved: \_\_\_\_\_ Date  
Civitan International



The club builders for this new Civitan Club will be:

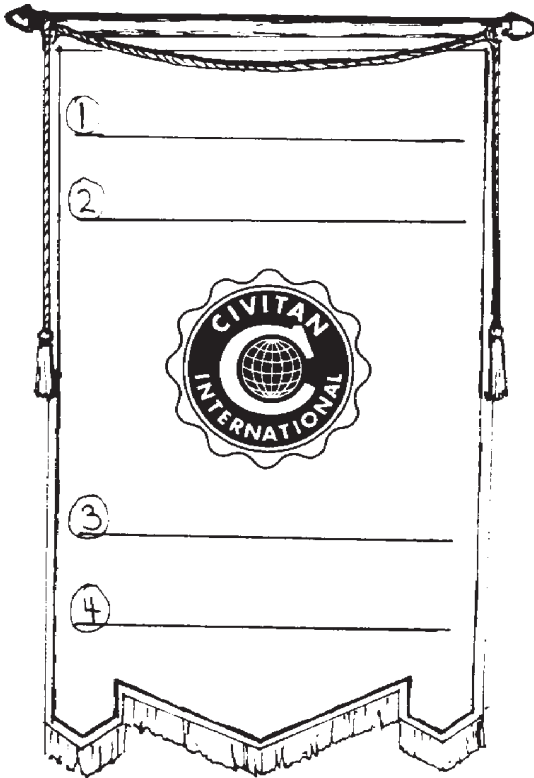
1. \_\_\_\_\_ Club  
Name/Address
2. \_\_\_\_\_ Club  
Name/Address
3. \_\_\_\_\_ Club  
Name/Address



Mail completed form to:  
Civitan International  
Campus Coordinator  
P. O. Box 130744  
Birmingham, AL 35213-0744

# **CAMPUS CIVITAN BANNER ORDER FORM**

**BANNER PREPARATION TIME IS 6 TO 8 WEEKS. PLEASE ORDER AS SOON AS POSSIBLE.**



Lines 1 and 2 are for club name.

1 \_\_\_\_\_

2 \_\_\_\_\_

Line 3 is for city; line 4 is for state/province or nation.

3 \_\_\_\_\_

4 \_\_\_\_\_

Ship to:

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

\*Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

\*Give street address. P. O. Box is not acceptable for UPS banner delivery.

The sponsoring club is the

\_\_\_\_\_

Civitan Club, charter number \_\_\_\_\_.

I understand that the banner is presented free to the new club by Civitan International and there is no charge to the sponsoring club. However, if the new club fails to charter within a reasonable length of time, the banner cost will be charged to the sponsoring club.

The club builders for this new club are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send to:

Civitan International  
Campus Coordinator  
P. O. Box 130744

Birmingham, Alabama 35213-0744  
Fax: (205) 592-6307

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# **CAMPUS CIVITAN CHARTER PRESENTATION AND ANNOUNCEMENT INFORMATION**

**Please Print or Type** - Fill out and send to Civitan International. An announcement is sent to each club president and district officer within the new club's district, giving the time, location and cost of the charter celebration. In order to get this information out in time for them to respond, this information should be at Civitan International three weeks prior to the charter ceremony.

Official name of club \_\_\_\_\_

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

Date of charter celebration \_\_\_\_\_ Time \_\_\_\_\_

Name of location for charter celebration \_\_\_\_\_

Address of location for charter celebration \_\_\_\_\_

Type of charter celebration (dinner, lunch, reception, etc.) \_\_\_\_\_

Can accommodate approximately \_\_\_\_\_ visiting Civitans and guests other than charter members of the new club.

Cost per person \$ \_\_\_\_\_ Make reservations with (name) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Telephones: Daytime (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Nighttime (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

The sponsoring Civitan club(s) is: \_\_\_\_\_

Name of contact person for questions regarding new club: \_\_\_\_\_

Telephones: Daytime (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Nighttime (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

**The club builders principally responsible for building this new club are:**

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

**CONGRATULATORY MESSAGES SHOULD BE SENT TO:**

New Club President \_\_\_\_\_

New Campus Club Name \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Send to:  
Civitan International, Campus Coordinator  
P. O. Box 130744, Birmingham, Alabama 35213-0744  
Fax: (205) 592-6307



# **CAMPUS CIVITAN REQUEST FOR CHARTER SUPPLIES**

New Club Name: \_\_\_\_\_

Sponsoring Club: \_\_\_\_\_ Sponsoring Club Number: \_\_\_\_\_

Club Builders: 1. \_\_\_\_\_ E-mail: \_\_\_\_\_

2. \_\_\_\_\_ E-mail: \_\_\_\_\_

3. \_\_\_\_\_ E-mail: \_\_\_\_\_

Ship To: Name \_\_\_\_\_

Address \_\_\_\_\_

(Must have street address for shipment by UPS delivery)

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

Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**THERE IS NO CHARGE FOR THE CLUB BANNER,  
CHARTER MEMBER CERTIFICATE, MEMBER ID CARDS AND PINS.**

**FOR THE CLUB:**

Banner (see Banner Order Form - 6 to 8 week delivery)

Quantity Per Club: (1) **M701** Charter

(10) **CL164** Campus Club Administrative Manual

**FOR EACH CHARTER MEMBER:**

\_\_\_\_\_ **CF242** Charter Member Certificate      \_\_\_\_\_ **G628** Membership ID Card

\_\_\_\_\_ **A102** Charter Member Pins (Note: Civitan International provides a lapel pin for each member of a new club. Order is limited to one pin per member. Officer pins may be ordered on the *Order Form for Additional Supplies.*)

**FREE GIFT ITEMS**

When chartering with **40 or more members**, the new club may choose from the following items as a "free gift" from Civitan International (limit one free gift per Campus Civitan club):

**C2** Luncheon Bell with logo

**C861** Gavel

**W548** Table-top speaker's lectern

**C27H** Portable Banner Stand

**T531** Scrapbook (specify exact club name for lettering)

It is the responsibility of the club builder to notify the Campus Coordinator of the club's choice of the free gift as applicable.





# CAMPUS CIVITAN ORDER FORM FOR ADDITIONAL SUPPLIES

Name of Campus Club: \_\_\_\_\_

Sponsoring Club: \_\_\_\_\_ Date: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

**Ship To:** Name \_\_\_\_\_

Address \_\_\_\_\_ (Must have street address since shipment is by UPS delivery)

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

E-mail: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**Bill to:**  Sponsoring Club  American Express  MasterCard  Visa  Discover/Novus

Credit Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

CID# (Last 3 or 4 numbers on back of card) \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**CL175** Sample Campus Civitan Constitution and Bylaws. . . . . Free

The Civitan Catalog of supplies, awards, and gifts with the distinctive Civitan logo. . . . . Free

**THE FOLLOWING ITEMS MAY BE PURCHASED IN ADDITION TO  
THE FREE CHARTER PRESENTATION SUPPLIES:**

**LITERATURE TO HELP YOU RECRUIT**

- \_\_\_\_\_ **CL163** Campus Brochure, package of 50 ..... \$2.50
- \_\_\_\_\_ **CL182** *What Is Civitan?* (tri-fold, business card size), package of 100 ..... \$2.50
- \_\_\_\_\_ **CL164** *Campus Civitan Club Administrative Manual*, each ..... \$1.00

**ADDITIONAL PINS**

- \_\_\_\_\_ **B105** President Pin ..... \$14.25
- \_\_\_\_\_ **B107** Vice President Pin ..... \$12.50
- \_\_\_\_\_ **B109** Secretary Pin ..... \$12.50
- \_\_\_\_\_ **B111** Treasurer Pin ..... \$12.50
- \_\_\_\_\_ **B114** Chaplain Pin ..... \$10.25
- \_\_\_\_\_ **B116** Sergeant-at-Arms Pin ..... \$10.25
- \_\_\_\_\_ **B118** Director Pin ..... \$12.50
- \_\_\_\_\_ **A102** Charter Member Pin ..... \$5.00

**SUPPLIES FOR CHARTER NIGHT**

- \_\_\_\_\_ **H631** Place Mats, (100) ..... \$10.00
- \_\_\_\_\_ **H634** Program Cover Folders, (100) ..... \$10.00
- \_\_\_\_\_ **B36** Stick-On Name Tags (50) ..... \$6.00
- \_\_\_\_\_ **G610** Guest Luncheon Cards, (100) ..... \$8.00
- \_\_\_\_\_ **G611** Member Luncheon Cards, (100) .... \$8.00

**MISCELLANEOUS**

**Door Prize/Speaker's Gift Suggestions** (check the catalog for current prices):

- Pens
- Paper Cube
- Auto Tags & Frames
- Glass Tumbler
- Travel/Coffee Mug
- Letter Opener
- Desk Accessories
- Portfolios

Shipping charges will be added to invoice. Minimum order accepted is \$10.00. A \$2.00 shipping and handling fee will be added to all orders. **All supply prices subject to change.**

Please allow 4 to 6 weeks shipping time for supplies.

Civitan Supply House • P. O. Box 130744 • Birmingham, AL 35213-0744

FAX (205) 592-6307 • E-mail: [civtan@civitan.org](mailto:civtan@civitan.org)



# **CAMPUS CIVITAN CLUB BUILDING PROGRAM**

A policy of both Campus Civitan and Civitan International has been established to recognize Campus and senior Civitans for efforts in organizing and chartering new Campus Civitan clubs.

Up to three (3) individuals (Campus and/or senior Civitans) may be recognized as Campus Civitan Club Builders for each new Campus Civitan club chartered. One Campus Club Builder will receive a blue Club Builder's sweater, with an official insignia patch at the expense of Civitan International. Second and third sweaters may be awarded, but it must be at the expense of the sponsoring district or club. Three sweaters may be awarded when the club charters at its minimum strength of 25.

The three Campus Civitan Club Builders should be designated by the senior district governor, the Campus Civitan district chair and/or the Campus Coordinator at Civitan World Headquarters. The program is available to any Campus Civitan or Civitan member in good standing.

The Campus Civitan Club Builder's sweater should be presented by the highest ranking Campus Civitan or Civitan International representative or district officer present at:

- ◆ New club's charter ceremonies
- ◆ Annual Campus Conference
- ◆ Senior district-wide meeting or convention

Suggested list of events at which Campus Civitan Club Builder is urged to wear his or her Club Builder sweater:

- ◆ All new club charter ceremonies (senior or Campus)
- ◆ Any senior and/or Campus district-wide meetings, area meetings and conventions

Name of New Club Built \_\_\_\_\_ Campus Civitan Club

District \_\_\_\_\_

## ***CIVITAN INTERNATIONAL EXPENSE***

First Club Builder Name \_\_\_\_\_

Civitan Club \_\_\_\_\_

Street Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Telephone AC \_\_\_\_\_ (B) \_\_\_\_\_ (R) \_\_\_\_\_

Sweater Size    S    M    L    XL    XXL                      Additional Club: Send Star Only     Yes     No

(See reverse for additional sweater orders.)

---

**DISTRICT OR SPONSORING CLUB'S EXPENSE**

Please send bill for the \$40.00 each cost of the second and third Campus Club Builder sweater(s) to (select one):

- Sponsoring Club       Senior District

**Second Club Builder Name** \_\_\_\_\_

Civitan Club \_\_\_\_\_

Street Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Telephone AC \_\_\_\_\_ (B) \_\_\_\_\_ (R) \_\_\_\_\_

Sweater Size    S    M    L    XL    XXL      Additional Club: Send Star Only    Yes    No

**Third Club Builder Name** \_\_\_\_\_

Civitan Club \_\_\_\_\_

Street Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Telephone AC \_\_\_\_\_ (B) \_\_\_\_\_ (R) \_\_\_\_\_

Sweater Size    S    M    L    XL    XXL      Additional Club: Send Star Only    Yes    No

**SHIP CLUB BUILDER SWEATERS AND CERTIFICATES TO:**

Name \_\_\_\_\_

Civitan Club \_\_\_\_\_

Street Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

Telephone AC \_\_\_\_\_ (B) \_\_\_\_\_ (R) \_\_\_\_\_

# **CAMPUS CIVITAN CERTIFICATION FOR CLUB CHARTERING**

**Club Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

All mail should be sent to  Individual's Address: \_\_\_\_\_  
 Club Post Office Box \_\_\_\_\_  
City, State/Province, Postal Code: \_\_\_\_\_



## **LIST OF OFFICERS AND ADDRESSES:**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

School Phone \_\_\_\_\_

School Phone \_\_\_\_\_

School Address \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

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

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

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

School Phone \_\_\_\_\_

School Phone \_\_\_\_\_

School Address \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

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

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

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

**Advisor/Billing Contact:** \_\_\_\_\_

**Director:** \_\_\_\_\_

School Phone \_\_\_\_\_

\_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

**Director:** \_\_\_\_\_

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

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

**Director:** \_\_\_\_\_

**Director:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Chaplain (Optional):** \_\_\_\_\_

**Sergeant-at-Arms (Optional):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMITTEE CHAIRS AND ADDRESSES:**

Program: \_\_\_\_\_ Growth & Retention Mgr.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Club Education Mgr.: \_\_\_\_\_ Projects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fund Raising: \_\_\_\_\_ Publicity/PR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



◆ Method of training new officers: \_\_\_\_\_

\_\_\_\_\_ Date of training: \_\_\_\_\_

◆ The new club has an established bank account at the \_\_\_\_\_ bank.

◆ The new club will meet: (a) How many times per month: \_\_\_\_\_ (b) Day of week: \_\_\_\_\_ (c) Time \_\_\_\_\_

(d) Place \_\_\_\_\_

◆ The liaison from the sponsoring club to the new club is: \_\_\_\_\_

Telephone: AC \_\_\_\_\_ (B) \_\_\_\_\_ - \_\_\_\_\_ (R) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

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

◆ A copy of the club's proposed budget, newsletter/bulletin and adopted Constitution and Bylaws must be attached.

◆ Attached is the typed Charter Membership List with the name, correct mailing address and sponsor of each charter member as well as the former club of each past Junior Civitan, transfer or reinstated member.

◆ Included is the \$5 initiation fee for each new Campus Civitan charter member and the \$15 annual international dues for each member. There is no initiation fee for former Junior Civitans, transfers and reinstates coming into a Campus Civitan club, no matter how long since he or she was involved. All former Junior Civitans, transfers and reinstates must list the club in which they were a member.

Send to:

Civitan International, Campus Coordinator  
P. O. Box 130744, Birmingham, Alabama 35213-0744  
Fax: (205) 592-6307

# CAMPUS CIVITAN CHARTER MEMBERSHIP LIST

**PLEASE TYPE**

The Charter Membership List for the \_\_\_\_\_ Campus Civitan Club  
of (city) \_\_\_\_\_, (state) \_\_\_\_\_ in the  
\_\_\_\_\_ District is reflected below.

Please double check the spelling of the names and addresses on this list. Credits for sponsoring the new members should go to the person who is responsible for getting that person to join the club. New members may be sponsored by other charter members!

The Club Builders responsible for building this new club are: \_\_\_\_\_

	Name, mailing address city, state/province, postal code and E-mail <b>(PLEASE TYPE OR PRINT)</b>	Indicate Member N-New JC - Former Junior Civitan T - Transfer R - Reinstated <b>Circle One</b>	If former Junior Civitan, transfer or reinstated, list former club, city, state or province	Sponsoring Civitan (May be a charter member of the club.)
<b>1</b>		N JC T R		
<b>2</b>		N JC T R		
<b>3</b>		N JC T R		
<b>4</b>		N JC T R		
<b>5</b>		N JC T R		
<b>6</b>		N JC T R		
<b>7</b>		N JC T R		

**CHARTER MEMBERSHIP LIST — PAGE 2**

Name, mailing address city, state/province, postal code and E-mail <b>(PLEASE TYPE OR PRINT)</b>	Indicate Member		If former Junior Civitan, transfer or reinstated, list former club, city, state or province	Sponsoring Civitan (May be a charter member of the club.)
	N-New	JC - Former Junior Civitan		
		T - Transfer		
		R - Reinstated		
	<b>Circle One</b>			
8	N	JC		
	T	R		
	R			
9	N	JC		
	T	R		
	R			
10	N	JC		
	T	R		
	R			
11	N	JC		
	T	R		
	R			
12	N	JC		
	T	R		
	R			
13	N	JC		
	T	R		
	R			
14	N	JC		
	T	R		
	R			
15	N	JC		
	T	R		
	R			
16	N	JC		
	T	R		
	R			
17	N	JC		
	T	R		
	R			
18	N	JC		
	T	R		
	R			
19	N	JC		
	T	R		
	R			



**CHARTER MEMBERSHIP LIST — PAGE 3**

	Name, mailing address city, state/province, postal code and E-mail <u>(PLEASE TYPE OR PRINT)</u>	Indicate Member	If former Junior Civitan, transfer or reinstated, list former club, city, state or province	Sponsoring Civitan (May be a charter member of the club.)
20		N JC T R		
21		N JC T R		
22		N JC T R		
23		N JC T R		
24		N JC T R		
25		N JC T R		
26		N JC T R		
27		N JC T R		
28		N JC T R		
29		N JC T R		
30		N JC T R		
31		N JC T R		

**CHARTER MEMBERSHIP LIST — PAGE 4**

Name, mailing address city, state/province, postal code and E-mail <b>(PLEASE TYPE OR PRINT)</b>	Indicate Member		If former Junior Civitan, transfer or reinstated, list former club, city, state or province	Sponsoring Civitan (May be a charter member of the club.)
	N - New	JC - Former Junior Civitan		
	T - Transfer	R - Reinstated		
	<b>Circle One</b>			
32	N	JC		
	T	R		
33	N	JC		
	T	R		
34	N	JC		
	T	R		
35	N	JC		
	T	R		
36	N	JC		
	T	R		
37	N	JC		
	T	R		
38	N	JC		
	T	R		
39	N	JC		
	T	R		
40	N	JC		
	T	R		
41	N	JC		
	T	R		
42	N	JC		
	T	R		
43	N	JC		
	T	R		

**CAMPUS CIVITAN**  
**DUES AND MEMBERSHIP REPORT**

**College:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**1. Club Roster:** Send with this report a list of all club members, including: name, complete mailing address, E-mail address, school telephone number, home (summer) mailing address and home telephone number.

**2. Payment Summary:** To determine your club's fee payment, fill out sections A and B. The total of both A and B will be your total payment. Attach payment to this form and send it with the club roster. The initiation fee does not apply to current, transferred or reinstated members. Fees due November 15 cover the entire school year and are for students who join after July 1.

A. For current, transfers (from Campus, Junior or Civitan clubs) or reinstated members:

**International Fee:**

\_\_\_\_\_ x \$15.00 = \$ \_\_\_\_\_  
(number of members)

**A Total** = \$ \_\_\_\_\_

B. For new members:

**Initiation Fee:**

\_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_  
(number of members)

**International Fee:**

\_\_\_\_\_ x \$15.00 = \$ \_\_\_\_\_  
(number of members)

**B Total** = \$ \_\_\_\_\_

**A + B Total** = \$ \_\_\_\_\_

Mail this report, club roster and check for dues to:  
Campus Civitan  
P.O. Box 130744  
Birmingham, AL 35213





