

Valley District Civitan Awards Program



Governor

Jimmy Jordan
276 Caldwell Road
Jackson, TN 38301
H: 731-422-2208
C: 731-343-9459
gjjordans@eplus.net

Awards Chair

Glenda Jordan
276 Caldwell Road
Jackson, TN 38301
731-422-2208
731-343-9458
gjjordans@eplus.net

Individual Awards

Civitan of the Year
President of the Year

Directory of the Year
Diamond Pin

Past Governor Award
Valley District Honor Key

Club Awards

Club of the Year
Outstanding Service Club of the Year
Club Project of the Year

Club Scrapbook
Club Bulletin/Newsletter
Club Membership

Individual Awards

Section I:

The following must be submitted to the Awards Chair postmarked by July to be eligible. Points will accumulate (October 1 through July 15) for the current Civitan year. The awards will be presented at the Valley District Convention.

Civitan of the Year

Club perfect attendance	15 points
Attendance at meetings of the club	5 points each
Attendance at Valley District sponsored area meetings	10 points each
Attendance at District meetings	10 points each
Attendance at International Convention	25 points each
New members (excluding charter members)	20 points each
New members (charter members)	5 points each
Work on club projects (5 hours minimum)	10 points each

SUPPORTING DOCUMENTATION MUST INCLUDE PROOF OF POINTS EARNED. THIS MAY BE IN THE FORM OF PHOTOS, SIGNED DOCUMENTATION BY PERSONS IN CHARGE OF MEETINGS, LIST OF NEW MEMBERS ETC.

President of the Year

Club perfect attendance	10 points
Attendance at District meetings	10 points each
Attendance at International Convention	25 points
New members (excluding charter members)	15 points each
New members (charter members)	5 points each
Club budget, calendar, and roster	20 points each
Club bulletin/newsletter (at least monthly)	10 points each
Club seek meeting (minimum of 2)	10 points each
Club Clergy day/night	10 points
Club spouse/family event	10 points
Club youth work	10 points

Nominees eligible for honor club president as of July 15 will be given special consideration. Supporting documentation must include (but not limited to) copies of budget, calendar, roster, Bulletin/newsletter, photos, signed documentation, list of new members etc.

Individual Awards Continued:

Section II:

Director of the Year

The recipient of this award will be chosen by the governor. No point system will be used in the selection.

Diamond Pin

To earn a diamond chip added to a Civitan pin provided by the recipient, this position must recruit more than seven (7) new members between October 1 and August 1.

Valley District Honor Key

See District Policy Section 13B

The District Honor Key is given in recognition of outstanding voluntary service to Civitan and is the highest award conferred by the Valley District.

Criteria for the Honor Key may include, but are not limited to the following:

1. Service on the Valley District Board
2. Service on Valley District committees
3. Service in the formation of new clubs (Junior and/or Senior)
4. Service in the significant increase in membership of own club or other clubs
5. Unusual service to Valley District Civitan in the creation and formation of new projects or in the development of procedures affecting the growth of the district and clubs
6. Service as outstanding district officer and/or committee chairperson.

No Civitan will be selected to receive the Valley District Honor Key unless he/she has a minimum of five (5) years dedicated service to the Valley District (or the former Kentucky District). The award is based solely on volunteer efforts.

Application Procedures

1. Complete the application form. Consider each category as a history of the nominee's Civitan activities.
2. Attach all supporting data such as clippings, articles, etc. to the application form.
3. Recommendations (in letter form) from Civitans who have worked with the nominee are helpful, these should be attached to the application also.

Name of Nominee _____

Civitan Club _____

Mailing Address _____

City, State, Zip Code _____

Nomination submitted by (name)

The application, along with all supporting materials and letters of endorsement should be submitted to the Governor by August 10th.

Valley District Honor Key Application

Nominee (name) _____

Nominee's current Civitan Club _____

Year nominee joined Civitan _____

1. Service on the Valley District Board
2. Service on the Valley District committees:
3. Service in the formation of new clubs (Junior and/or Senior)
4. Service in the significant increase in membership of own club or other clubs
5. Unusual service to Valley District
6. Service through significant Valley District activities and/or projects:
7. In chronological order list the nominee's elected (or appointed) offices and/or committee assignments completed on the district level:
8. Civitan and other relevant awards received by the nominee:

Valley District Past Governor Award

(See District Policy 13-C)

The Past Governor Award is given in honor and memory of Past Governors who have given so much to Civitan. It is the second highest award conferred by the Valley District. Past Governors will not be considered eligible for this award.

No Civitan will be considered for the Past Governor Award with less the 5 years' service to a local club and the Valley District. He/she may not receive the award while serving as president of his/her local club.

One recipient may be selected each year, but there may be a year when no recipient is selected. A recipient can only receive the award one time.

In addition to the honor of receiving the Past Governor Award, \$50 will be presented in the recipient's name to a District Foundation Fund (Grants, Baker Scholarship, Burney Scholarship, Parks Scholarship) of his/her choice, also helping in the recipient of someone of his/her choice on the way to becoming a District Foundation Fellow.

The Past Governor Award will be awarded on the basis of application submitted by an individual Civitan or club (on the behalf of Civitan) and received by the Valley District Governor by July 1 each year. A committee of three (3) Past Governors, selected by the presiding Governor, will determine the winner and shall not divulge the name of any nominee to any person other than the presiding Governor until the annual Valley District Convention. Past Governors serving on the committee shall be rotated so that the actual committee is known only to the presiding Governor.

Criteria for the Past Governor Award may include, but are not limited to the following:

1. Service to Governors in a non-elected position such as
 - a. Activities and Projects
 - b. Appointed Position
 - c. Club Builder (Junior and/or Senior Clubs)
 - d. Committee Chair or Member
 - e. Unusual Volunteer
2. Service on the Valley District Board

3. Service on the Valley District Foundation Board
4. Outstanding leadership and/or service (other than listed above) to the Valley District
5. Outstanding leadership and/or service to a local club

Application Procedures

1. An applicant or his/her club may complete the application form. Each category shall be considered a history of the nominee's Civitan activities.
2. Submit supporting data such as clippings, articles, pictures, etc. with the application form.
3. Submit recommendation letters from Civitan (club or district) who have worked with the nominee.
4. Mail the application form and supporting documents (in booklet form) to the Valley District Governor by July 1st.

Valley District Past Governor Award Application

Name of Nominee

Mailing Address.....

City, State, Zip Code

Civitan Club

Year Joined Club.....

Nomination Submitted By.....

Endorsed by (Civitan Club).....

Submit the following to the Governor by July 1st.

1. Criteria for the Past Governor Award (as outlined in Valley District Past Governor Award-see District Policy 13-C)
2. List of club and Valley District Awards received.
3. Civitan and other relevant awards received.

Club Awards

Section I:

The following must be submitted to the Awards Chair postmarked by July 20 to be eligible. The awards will be presented at the Valley District Convention.

Club of the Year

This award will be judged on the entire activities of the club for the current Civitan year (October 1 thru July 15). **All Club Officers Must Be trained.** Items to be considered (but not limited to) will be growth, fellowship, service projects, fund-raising projects, youth projects, overall participation of members, new member orientation programs, participation in Valley District sponsored area and district meetings, and attendance at the International Convention. **The Club must have at least a plus one membership as of July 15.** Documentation should include copies of club bulletin/newsletter, budget, proof of activities, etc.

Outstanding Service Club of the Year

This award will be judged on the entire activities of the club for the current Civitan year (October 1 thru July 15). **All Club officers must be trained.** Items to be considered (but not limited to) will be growth, fellowship, service projects, fund-raising projects, youth projects, overall participation of members, new member orientation programs, participation in Valley District sponsored area and district meetings, and attendance at the International Convention. Documentation should include copies of club bulletin/newsletter, budget, proof of activities, etc.

Club Project of the Year

This award will be presented to the club that provides the most outstanding service to a community through a single project. Any category of service is acceptable. Consideration will be given to the project's overall benefit to the community and the membership's involvement in the completion of the project. Documentation must detail the project using newsletter clippings, photos, and other items. **This must be submitted in booklet form.**

Club Awards continued:

Section II:

Bulletin/Newsletters and scrapbooks must be delivered to the Awards Chair by 7:00 p.m. on Friday night of the District Convention. Banner patches will be presented to the winners.

Club Scrapbook (Clubs with Fewer than 30 Members) (Clubs with 30 or More Members)

The scrapbook **MUST** display the club's activities during the current Civitan year (September of the prior year may be included, if a club so desires). It should serve as the club's history for the year and may be presented in any scrapbook form (binders from Civitan International are not required). Contents should include documentation of the club's involvement on the local, district, and international levels. Items to be considered are depiction of the year's international theme, attractiveness, organization, presentation of contents, identification of activities and pictures, etc. (A sample score sheet is attached).

Club Bulletin/Newsletter (Clubs with Fewer than 30 Members) (Clubs with 30 or more Members)

The bulletin/newsletter should depict the club's activities during the current Civitan year. Appearance; communication to members of the club's meetings, activities, and projects; information concerning members; etc. will be considered. At least one per month (October thru July) must be included. **These must be submitted in booklet form.** (A sample score sheet is attached),

Scrapbook Scoring Sheet

Club Name -----

(Fewer than 30 Members)

Club Name -----

(30 or More Members)

1. Depicts club activities during current year ----- 20
2. Quality of organization: ----- 40
 - A. Introductory Page
 - B. Presentation of current year's International Year
 - C. Arranged in order of Civitan Year
 - D. Clear division between contents
3. Identifies participation in local, district, and International 10
4. Documents and pictures identified 15
5. Attractiveness, neat, crisp appearance 15

Bulletin/Newsletter Scoring Sheet

Club Name.....

(Fewer than 30 Members)

Club Name.....

(30 or More Members)

1. Minimum of 12 bulletins (one per month) (to qualify must present Oct thru July) 10
2. Submitted in booklet form (**A MUST**)..... 20
3. Communicates 50
 - A. Keeps members informed about club events/activities
 - B. Emphasizes the good things the club is accomplishing
4. Attractiveness 20

Club Awards Continued

Section III:

The following will be calculated at the end of the Civitan year on September 30. These awards will be presented at the November district meeting following the previous fiscal year.

Club Membership

Each club with a five percent (5%-all percentages will be rounded up the next whole number) increase in membership for the year will receive a banner patch. Documentation will be verified with Civitan International.