



Awards

Presented

At The

Winter District

Meeting

BEST CLUB BULLETIN

This award will recognize the most informative and interesting club bulletin.

Method of Determination:

1. The club must submit a bound (**Type of binding is not important**) set of copies of the entire club bulletins (10 issues minimum for the period of October 1 through September 30) to the District Awards Chairperson **by Friday, 5:00 PM** on the day prior to the business meeting.
2. The judges will consider the criteria below for this award.
 - 20% -- Format, style, neatness
 - 30% -- Usefulness to the club membership
 - 50% -- Coverage of Club, District, and International activities during the period of October 1 through September 30.

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

BEST CLUB SCRAPBOOK

This award is based on the detailed records of club activities through pictures, news releases, clippings, programs, letters, etc. Evidence of the club's participation in all facets of Civitan objectives will be of prime importance in the judging.

It is strongly recommended that all materials contained in the scrapbook be assembled in chronological order with the events being grouped together to form a story of the club's activities for the period of October 1 through September 30.

Method of Determination:

Scrapbook entries must be submitted to the District Awards Chairperson or designated representative **by Friday, 5:00 PM** on the day prior to the business meeting.

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

CLUB ATTENDANCE AWARD

These awards are presented to the clubs having the largest percentage of attendance at their meetings. There are TWO separate categories.

1. **Clubs meeting weekly** – based on a minimum of twelve meetings per quarter.
2. **Clubs meeting twice a month** – based on a minimum of six meetings per quarter.

Method of Determination:

1. The Club Secretary shall furnish to the District Awards Chairperson information pertaining to membership and the number of members present at each meeting on the form PROVIDED ON THE NEXT PAGE.
2. The form must be received by the District Awards Chairperson by **October 10th** following the full Civitan year, and cover the period of October 1 through September 30.

The formula used is: Total attendance divided by the total club membership = attendance percentage.

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner.

MEETING ATTENDANCE RECORD

Club _____ How often does the club meet? _____

President _____ Secretary _____

Number of members on roll as of October 1 _____
 Number of members on roll as of September 30 _____
 Number of members on leave as of September 30 _____

Column A	Column B	Column C
Monthly Date List each meeting	No .of members on the roll times No. of meetings (include those on leave as of each date) Members X meetings = total	No. of members in attendance or who made up meetings (Do not count those on leave.)
Oct _____	_____ X _____ = _____	_____
Nov _____	_____ X _____ = _____	_____
Dec _____	_____ X _____ = _____	_____
Jan _____	_____ X _____ = _____	_____
Feb _____	_____ X _____ = _____	_____
Mar _____	_____ X _____ = _____	_____
Apr _____	_____ X _____ = _____	_____
May _____	_____ X _____ = _____	_____
Jun _____	_____ X _____ = _____	_____
Jul _____	_____ X _____ = _____	_____
Aug _____	_____ X _____ = _____	_____
Sep _____	_____ X _____ = _____	_____
Totals	Column B _____	Column C _____

Divide Column C by Column B which equals _____%.

I certify the above information to be accurate. Any exceptions should be noted.

Club President _____ Club Secretary _____

Mail to District Awards Chairperson by October 10 following the full Civitan year.

2006-2007 Awards Chairperson
Joe O'Toole
 35 North Church Street
 Waynesboro, PA 17268

CLUB FELLOWSHIP AWARD

This award recognizes that good fellowship is one of the strengths of Civitan. This award will be for the current Civitan year October 1 through September 30.

Method of Determination:

The Fellowship Chairperson of the club will submit an exhibit to the District Awards Chairperson by **October 10th**. This exhibit will include supporting evidence, which will be judged by the committee. The criteria for judging will be as follows:

- 5% -- Official greeter at all meetings
- 10% -- Telephone committee
- 15% -- Follow-up contacts with new members and guests
- 15% -- "Big brother/sister" program (or similar) to hasten involvement of new members.
- 25% -- New member orientation program
- 30% -- Year around social program (minimum of three)

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner.

HELMSMAN AWARD FOR PUBLICITY

This award is presented to the club providing evidence of exceptional publicity throughout the year, especially with regard to the official Civitan publications.

Method of Determination:

1. Nominations are to be typed written and in a binder with supporting material typed written (for other than news-type) as described in the general instructions.
2. The District Awards Chairperson must receive nominations and supporting data by **October 10th**. The submission should include clippings and other material demonstrating the extent of Civitan publicity.
3. Statistical data showing the source of the publicity, quantity and/or circulation, hours of air time (radio, television), as well as billboard, speaking engagements, etc. must be included.
4. Copies of all material submitted to all news media sources, including official Civitan publications, must be included.
5. Criteria for judging this award is as follows:
 - 30% -- Number and depth of articles submitted
 - 35% -- Number of articles actually found in print
 - 35% -- Significant contribution of the articles to the public image of Civitan

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner. The club publicity chairperson will receive a certificate of recognition.

OUTSTANDING SERVICE PROJECT

This award will be presented to the club with the best service project of the year October 1 through September 30.

Method of Determination:

ONE COPY of the exhibit will be submitted to the District Awards Chairperson by **October 10th**. This exhibit should be in typed form. The nomination should cover the categories listed below on which the project will be judged and should include supporting evidence such as pictures, publicity, thank you letters and scrapbook items. **The submission for nomination should be in booklet form.**

- 10% -- Neatness of the presentation
- 20% -- Publicity received
- 20% -- Originality of the project
- 20% -- Club participation and number of hours required
- 30% -- Usefulness to the community and the number of people affected.

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner.

OUTSTANDING YOUTH PROJECT

This award will be presented to the club having the best project of the current year (October 1 through September 30) directly related to the advancement and/or improvement of its community youth.

Method of Determination:

1. ***THREE COPIES*** of the exhibit will be submitted to the District Awards Chairperson by **October 10th**. This exhibit should be a typed written nomination covering the categories listed below on which the project will be judged.
2. Supporting evidence such as pictures, publicity, thank you letters and scrapbook items should be assembled in booklet form. (It is suggested that three copies be made during the year as materials are collected.)
3. Criteria the judges will follow for consideration are:
 - 10% -- Neatness of the presentation
 - 20% -- Publicity received
 - 20% -- Originality of the project
 - 20% -- Club participation and numbers of hours required
 - 30% -- Usefulness to the community and the number of people affected

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

OUTSTANDING FUNDRAISING PROJECT

This award will recognize the most successful fundraising project of the current Civitan year October 1 through September 30.

Method of Determination:

1. ***THREE COPIES*** of the exhibit are to be submitted to the District Awards Chairperson by **October 10th**. The exhibit should be a typed written nomination covering the categories listed below on which the project will be judged.
2. Supporting material should include pictures, publicity, thank you notes, scrapbook items, etc. and submitted in booklet form.
3. Criteria on which the judges will follow for consideration for this award are:
 - 15% -- Positive publicity received
 - 15% -- Originality of the project
 - 20% -- Usefulness to the community
 - 20% -- Percent of club member participation and the member hours involved for the project
 - 30% -- Amount of funds received

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner.

OUTSTANDING ONGOING PROJECT

This award is presented to the club having the most outstanding ongoing project.

Method of Determination:

1. ***ONE COPY*** of the exhibit will be submitted to the District Awards Chairperson by **October 10th**. It should be typewritten covering the categories listed below on which the project will be judged. Supporting evidence should include such material as: pictures, publicity, scrapbook items, thank you letters, etc. and should be assembled in a booklet form.
2. Criteria the judges will follow are:
 - 30% -- Usefulness to the community and the club
 - 20% -- Club participation and member hours required
 - 40% -- Publicity received
 - 10% -- Neatness of the presentation

Type of Award:

The award will be a lettered patch suitable for attaching to the Club banner or the Awards banner.

CHARLES CLAYBAUGH MEMORIAL MEMBERSHIP AWARD GREATEST NUMERICAL INCREASE

This award is presented to the club having the greatest net increase in membership for the current Civitan year.

Method of Determination:

1. The Immediate Past Governor will furnish to the Awards Chairperson information pertaining to membership by submitting copies of the Additions and Deletions reports sent to Civitan International.
2. The copies of these reports must be received by the Awards Chairperson by **October 10th** following the full Civitan year and cover the period of October 1 through September 30.
3. The award is based entirely on the net increase in membership for the full Civitan year.

Type of Award:

The award will be a lettered patch suitable for attaching to the Club banner or the Awards banner.

LARGEST PERCENTAGE INCREASE

This award is presented to the club having the largest percentage increase in membership for the current year.

Method of Determination:

1. The Immediate Past Governor will furnish to the District Awards Chairperson information pertaining to the membership by submitting copies of the additions and deletions reports sent to Civitan International.
2. The copies of these reports must be received by the District Awards Chairperson by **October 10th** following the full Civitan year and cover the period from October 1 through September 30.
3. The award is based entirely on the percentage increase in membership for the current Civitan year.

Type of Award:

The award will be a lettered patch suitable for attaching to the Club banner or the Awards banner.

GOVERNOR'S MEMBERSHIP RECRUITMENT AWARD

This award will recognize the Civitan member who has sponsored the most new members into his club and/or members in any other Civitan Club during the current Civitan year (October 1 through September 30).

Method of Determination:

1. The Immediate Past Governor will furnish to the Awards Chairperson information pertaining to membership by submitting copies of the Addition reports sent to Civitan International.
2. The copies of these reports must be received by the Awards Chairperson by **October 10th** following the full Civitan year and cover the period of October 1 through September 30.
3. The award is based entirely on the total members sponsored for the full Civitan year.

Type of Award:

The recipient of this award will receive an engraved plaque and the club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner.

MOST IMPROVED CLUB

This award will be presented to the club showing the best overall **improvement during the current year October 1 through September 30.**

Method of Determination:

A written nomination covering the categories below should be submitted to the District Awards Chairperson by **October 10th**. It should include supporting evidence such as pictures, publicity, letters, and scrapbook items in booklet form.

Judging will be based on the following criteria in determining the winner of this award.

- 10% -- Improved fellowship
- 10% -- Community recognition
- 10% - District participation
- 20% -- Projects (new and/or improved) quality
- 20% -- Club member participation (meetings, projects, etc.)
- 30% -- Increased growth and retention of members

Type of Award:

The Club President will receive a certificate of recognition and the club will receive a lettered patch suitable for the Club or Awards banner.

OUTSTANDING CLUB

This award will be presented to **one** club, selected by a committee with the Immediate Past Governor as chairperson, and judged to be the most outstanding in its community and District activities for the current Civitan year, on the basis of nominations submitted as per the instructions.

Nominations for this award should be submitted to the Awards Chairperson as outlined in the general guidelines. **The due date for nominations is October 10th.**

To be eligible for this award, an International Honor Club application must be submitted covering the period of October 1 through September 30. (This must be a copy of the original).

Method of Determination:

1. Judging will be based on the following criteria in determining the winner of this award.

10% -- Recognition in the community

15% -- District participation

15% -- Growth in numbers of members

30% -- Projects

30% -- Club member participation: (attendance, % of participation in projects and other club activities

Type of Award:

The club President will receive a certificate of recognition and the club will receive a lettered patch suitable for the Club or Awards banner.

OUTSTANDING NEW CIVITAN

This award will recognize the “New” Civitan who has been the most active in the Club, District and International activities and who has made the most significant contribution to the same. **In order to be eligible, this Civitan must have been a member not less than twelve months nor more than twenty-four months prior to October 1.**

Method of Determination:

Nominations for this award should be submitted to the Awards Chairperson as outlined in the general guidelines. **The due date for nominations is October 10th.** Presentations should include the following items on which the nominee will be judged, as well as any other significant material made available.

- 15% -- New members sponsored and or new clubs organized (Senior or Junior)
- 20% -- Meetings attended at all levels of Civitan (local, Area, District, and International)
- 30% -- Special contributions made on all levels
- 35% -- Committee service participation in more than one area and number of hours contributed will be considered.

Type of Award:

The recipient of this award will receive an engraved plaque and the recipient’s club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

OUTSTANDING CLUB PRESIDENT

This award is presented to the club president judged to be the most outstanding in club and district activities for the year.

Method of Determination

1. This award is based upon recommendations submitted to the Immediate Past Governor. A committee selected by the Immediate Past Governor will judge this award.
2. All recommendations must be in an essay form, clearly indicating the president's accomplishments. **Three copies must be submitted to the Awards Chairperson by October 10th.** Recommendations may be made by the Area Directors, individual clubs or club members. Judging will be based on the following criteria:

30% - Contributions to the club in terms of leadership

20% - Contributions to the District and/or Civitan International

20% - Attendance at local (club and area), District and International meetings

10% - Contribution to growth in club and extension in any area of Civitan

Type of Award:

The individual recipient will receive an engraved plaque, and the club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

OUTSTANDING DISTRICT COMMITTEE CHAIRPERSON

This award is presented to the individual judged to be the most outstanding in District activities for the year.

Method of Determination:

1. This award is based upon the recommendations made by the Immediate Past Governor and a committee selected from among the District Officers. Judging will be based on the following criteria:

15% -- Required District/International meetings attended.

15% -- Time expended on District activities

35% -- Special contributions to the District

35% -- Effectiveness in terms of communication, publicity, and reports.

Type of Award:

The recipient will receive an engraved plaque, and the recipient's club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

OUTSTANDING AREA DIRECTOR

This award is presented to the individual judged to be the most outstanding in District activities for the year.

Method of Determination:

This award is based upon recommendations made by the Immediate Past and a committee selected from the District Officers. Judging will be based on the following criteria:

- 10% -- Growth of membership (Senior, Junior)
- 10% -- Special contribution of the District
- 15% -- Attendance at District meetings
- 15% -- Effectiveness of communication and club visitations
- 15% -- Submission of reports
- 15% -- Performance of Area Clubs
- 20% -- Area projects and meetings

Type of Award:

The recipient will receive an engraved plaque, and the recipient's club will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

HUMANITARIAN AWARD

This award may be presented in recognition of an individual's humanitarian effort. The recipient may or may not be a Civitan, but must exemplify Civitan ideals in his or her service to others.

Method of Determination:

1. Nominations may be made by any Civitan or Civitan Club and must be received by the Immediate Past Governor by **October 10th**.
2. Selection of the individual to receive this award will be made by an anonymous committee appointed by the Immediate Past Governor.
3. The nomination must be submitted in **TRIPLICATE**. The nomination should be presented in essay form. It should contain biographical data of the nominee as well as data based on the criteria for judging listed below:
4. The judges will consider the following:
 - 25% - Special contribution to the community
 - 25% - Volunteer hours given by the nominee
 - 25% - Effectiveness of services rendered
 - 25% - Impact on community by these services

Type of Award:

The recipient shall receive an engraved plaque and the recipient's club (when applicable) will receive a lettered patch suitable for attaching to the Club banner or Awards banner.

CIVITAN OF THE YEAR

This is the second highest District Award and is presented in recognition of outstanding accomplishment and service to Civitan and the Chesapeake District **during the current Civitan year October 1 through September 30.**

Method of Determination:

1. Nominations of this award may be made by any Civitan or Civitan club and must reach the Immediate Past Governor **no later than October 10th.**
2. Selection of the individual to receive this award will be made by an anonymous three-member committee appointed by the Immediate Past Governor. A minimum of one previous "Civitan of the Year" recipient shall serve on this committee.
3. Three copies of the nomination must be submitted. **The nomination must be sealed in an inner envelope marked "Civitan of the Year"** and placed in a larger envelope, which is mailed to the Immediate Past Governor.
4. The Immediate Past Governor will not open the inner envelope and will forward it to the Chairman of the anonymous committee.
5. The committee will consider the following criteria in judging the nominee.
 - 5% -- Contributions to Civitan publications this year, including assistance to the editors of official Civitan publications.
 - 10% -- Contributions to growth and extension of Civitan during the current year (Senior, Junior)
 - 20% -- Special contributions to Civitan during the current year.
 - 20% -- Offices and Chairperson positions held on all levels of Civitan, especially in the District this year.
 - 20% -- District meetings attended this year.
 - 25% -- Approximate number of hours devoted to Civitan on all levels, especially to the District this year.

Type of Award:

The recipient of this award will receive an engraved plaque and the recipient's club will receive a lettered patch suitable for attaching to the club banner or awards banner.

DISTRICT HONOR KEY

This is the highest award presented by the District and is awarded in recognition of outstanding leadership, loyalty, and service to the Chesapeake District of Civitan International.

Method of Determination:

1. Nominations for this award may be made by any Civitan and must reach the Immediate Past Governor **no later than October 10th**. Nominations should fully cover the criteria listed below on which the nominee will be judged.
2. Selection of the individual to receive the District Honor Key will be made by an anonymous three-member committee appointed by the Immediate Past Governor. At least one previous Honor Key recipient shall serve on the committee.
3. **Three copies** of the nomination must be submitted. **Each copy must be sealed in an inner envelope marked “HONOR KEY NOMINATION” and placed in a larger envelope and mailed to the Governor.** (The Governor will not open the inner envelopes and will forward these to the chairperson of the committee.)
4. The committee shall consider the following criteria in judging the nominee.
 - 10% -- Participation in International activities
 - 10% -- Sponsorship of new members and/or clubs (Senior/Junior)
 - 10% -- Meetings attended at the District level
 - 10% -- Contributions to Civitan publicity including contributions to the editors of official Civitan publications.
 - 20% -- District offices and/or chairmanships held.
 - 20% -- Club offices and chairmanships held and special contributions to the club.
 - 20% -- Overall enthusiasm exhibited for Civitan including time devoted to a variety of Civitan activities and special contributions to the Chesapeake District.

Type of Award:

The District Honor Key and an engraved plaque is awarded to the recipient and the recipient's club will receive a lettered patch suitable for the Club banner or the Awards banner.

AWARD FOR LIFETIME ACHIEVEMENT

The Lifetime Achievement Award is given in recognition of long-term outstanding leadership, loyalty, and service to the Chesapeake District of Civitan International. **The recipient of this award must have been a member of Civitan International for a minimum of 20 years in order to qualify for this award.**

Method of Determination:

1. Nominations for this award may be made by any Civitan and must reach the **Immediate Past Governor no later than October 10th**.
2. Nominations should fully cover the criteria listed below on which the nominee will be judged.
3. Selection of the individual to receive the Lifetime Achievement Award will be made by an anonymous committee appointed by the Immediate Past Governor. The anonymous committee shall be made up of past Chesapeake District Governors.
4. **THREE COPIES of the nomination must be submitted.** The nomination shall be submitted in essay form and bound. **Each copy must be sealed in an inner envelope marked "Lifetime Achievement Award" and placed in a larger envelope and mailed to the Immediate Past Governor.**
5. The committee shall consider the following criteria
 - 10% -- Outstanding contributions to the club and the Chesapeake District
 - 10% -- Sponsorship of new members and/or clubs (Senior/Junior) over the years.
 - 10% -- Meetings attended at the District level and International level.
 - 10% -- Contributions to Civitan publicity over the years including contributions to the editors of official Civitan publications
 - 20% -- District offices and/or chairmanships held and number of years in service of each.
 - 20% -- Club offices and chairmanships held and the number of years in service of each.
 - 20% -- Overall enthusiasm exhibited for Civitan including time devoted to a variety of Civitan activities and special contributions to the Chesapeake District over the years.

Type of Award:

The club will receive a lettered patch suitable for attaching to the Club banner or the Awards banner. The individual will receive a plaque of recognition.