

# **JUNIOR CIVITAN INTERNATIONAL**



## **CHESAPEAKE DISTRICT**



## **AWARDS MANUAL**

**2019-2020**

District Awards are presented at the Chesapeake District Junior Civitan Annual Convention in the spring each year to recognize outstanding projects and individuals. The 1<sup>st</sup> & 2<sup>nd</sup> place recipients of each Award category are eligible to compete at the International level.

To follow is a description of the award categories. You may enter as many or as few categories as you like.

Award nominations must be submitted in the format described for each award. This is the same format used for International Award submissions.

#### **AWARD SUBMISSION RULES:**

- **All award entries must be emailed. [ChesapeakeJrCivitan@gmail.com](mailto:ChesapeakeJrCivitan@gmail.com)**
- **Deadline: All entries must be received no later than 11:59 p.m, March 21, 2020**  
**Entries received on or after 12:00 a.m. March 22<sup>nd</sup> will automatically be disqualified, no exceptions.**
- **Each Award Category/Entry MUST BE submitted (emailed) SEPERATELY** with the Award Category in the Subject Line.
- Should any discrepancies, questions, etc arise, District Chair Gorby has the final word.

If you have any questions, please call or email:

Chesapeake Junior Civitan Chair  
Carmen Gorby  
Mobile: 443-995-4789  
[ChesapeakeJrCivitan@gmail.com](mailto:ChesapeakeJrCivitan@gmail.com)

**Club Officer of the Year**  
**(1<sup>st</sup> Place only)**

The award will be based upon the individual's leadership and ability to increase the club's involvement and achievements. Each club may nominate ONE individual for this award.

**Eligibility: Nominee must be a member of a club who paid dues.**

**Judging criteria:**

Club Involvement: 25% Special

Contributions: 35%

District/International Involvement: 20%

Leadership and Initiative: 20%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/ClubOfficeOTY> or Document)**

1. Nomination Submitted By:
2. Email Address:
3. Name of Nominee:
4. Junior Civitan Club:
5. Club Officer Position held:
6. Include a statement supporting why the nominee deserves this recognition. (*Max. 250 words*):
7. Club Involvement (25%) List club projects/activities throughout the year and how the nominee was involved in each. (*Max. 500 words*):
8. Special contributions (35%) How did the nominee go above and beyond the call of duty for the club this year? List specific examples. (*Max. 500 words*):
9. District/ International Involvement (20%) What kind of contributions did the nominee make at the district and international level? List specific examples, district/international events attended and the role they played, amount of \$\$ raised, etc. (*Max 500 words*):
10. Leadership and initiative (20%) What made the nominee a good leader? How did they show initiative to further the mission of Junior Civitan? (*Max 500 words*):

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Community Project of the Year**  
**(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place Winners)**

This award recognizes the top three clubs with the single most outstanding community project. Ongoing campaigns of multiple projects are not eligible. TWO nominations may be submitted from each club. Project entries winning first place internationally cannot be submitted for the same category the following year.

**Eligibility: Nominee must be a club who paid dues.**

**Judging Criteria:**

Impact and Effectiveness of Project: 50%

Project Promotion 25%

Participation of Members: 25%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/CommunityProjectOTY> or Document)**

1. Nomination Submitted by:
2. Email Address:
3. Junior Civitan Club:
4. Give a detailed description of the project. *(Max. 500 words):*
5. Impact and effectiveness of project (50%) What did this project accomplish? Consider the amount of money raised, goods collected or people served. Explain who was impacted by your project and how the community was helped. *(Max 500 words):*
6. Project promotion (25%) How did the club promote this project? This could include advertising leading up to the project (posting flyers, social media posts, school-wide announcements, etc.), during the project, and after the project. *(Max. 500 words):*
7. Participation of members (25%) How many members participated in this project? Explain how they contributed to the project and its success. Include a timeline of the planning process and how members participated at each stage (preparation, promotion, execution, etc.) *(Max. 500 words):*

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Advisor of the Year  
(1<sup>st</sup> Place Only)**

This person may be a school faculty advisor or an advisor who is a representative appointed by the sponsoring Civitan club. Co-advisors may submit jointly and the nominee does not need to be a member of Civitan.

**Eligibility: Nominee must be the advisor of a club who paid dues.**

**Judging criteria:**

Club Involvement: 25% Special

Contributions: 35%

District/International Involvement: 20%

Leadership and Initiative: 20%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/ChesAdvisorOTY> or Document)**

1. Nomination Submitted By:
2. Email Address:
3. Name of Nominee:
4. Junior Civitan Club:
5. Why does the nominee deserves this recognition? *(Max. 250 words):*
6. Club Involvement (25%) List club projects/activities throughout the year and how the nominee was involved in each *(500 words):*
7. Special contributions (35%) How did the nominee go above and beyond the call of duty for the club this year? List specific examples. *(Maximum 500 words):*
8. District/International Involvement (20%) What kind of contributions did the nominee make at the district and international level? List specific examples, district/international events attended and the role they played, amount of \$\$ raised, etc. *(Maximum 500 words):*
9. Leadership and initiative (20%) What made the nominee a good leader? How did they show initiative to further the mission of Junior Civitan? *(Max. 500 words):*

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Campus Project of the Year**  
**(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place)**

Ongoing campaigns of multiple projects are not eligible. TWO nominations may be submitted from each club.

**Eligibility Requirements: Nominee must be a club who paid dues.**

**Judging criteria:**

impact and effectiveness of project: 50%

project promotion: 25%

participation of members: 25%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/CampusProjectOTY> or Document)**

1. Nomination Submitted by:
2. Email Address:
3. Junior Civitan Club:
4. Give a detailed description of the project (*Max. 500 words*):
5. Impact and effectiveness of project (50%) What did this project accomplish? Consider the amount of money raised, goods collected or people served. Explain who was impacted by your project and how the community was helped. (*Max. 500 words*):
6. Project promotion (25%) How did the club promote this project? This could include advertising leading up to the project (posting flyers, social media posts, school-wide announcements, etc.), during the project, and after the project (*Max. 500 words*):
7. Participation of members (25%) How many members participated in this project? Explain how they contributed to the project and it's success. Include a timeline of the planning process and how members participated at each stage (preparation, promotion, execution, etc.) (*Maximum 500 words*):

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Junior Civitan of the Year  
(1<sup>st</sup> place only)**

A District Honor Key will be presented to the member who, having received nomination of their club, exemplify most the ideals of Junior Civitan. Participation in activities on all levels will be considered and information for only the current year should be included. No district may enter its Junior Civitan governor in the competition for the Junior Civitan of the Year award and no international officer may be nominated. The awardee will be eligible to submit for the International Junior Civitan of the year; the 1<sup>st</sup> place awardee at the International level will receive a \$1,000 scholarship and an International Honor Key.

**Eligibility Requirements: Nominee must be a member of a club who paid dues**

**Judging criteria:**

Club Involvement: 25%

District/International Participation: 20%;

leadership and initiative: 20%

special contributions: 35%

**\*Must have minimum of 3 endorsement/recommendation letters** from club officers, and/or district officers, and/or club advisors, and/or sponsor club/liaison.

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/JuniorCivitanOTY> or Document)**

1. Nomination submitted by:
2. Email Address:
3. Name of nominee:
4. Junior Civitan Club:
5. Why does the nominee deserve this recognition? *(Max. 250 words):*
6. Club Involvement (25%) List club projects/activities throughout the year and how the nominee was involved in each. *(Max. 500 words):*
7. Special contributions (35%) How did the nominee go above and beyond the call of duty for Junior Civitan as a whole this year? List specific examples. *(Max. 500 words):*
8. District and international activities (20%) What kind of contributions did the nominee make at the district and international level? List specific examples, district/international events attended and the role they played, amount of \$\$ raised, etc. *(Max. 500 words):*
9. Leadership and initiative (20%) What made the nominee a good leader? How did they show initiative to further the mission of Junior Civitan? *(Max. 500 words)*

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Club of the Year**  
**(1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place)**

This award recognizes the top three clubs which have proven to be outstanding through the organization of club projects, participation in district and international in general and through growth as a club numerically or internally. TWO nominations may be made from each Junior Civitan district or geographic area where a Junior Civitan club exists for International Consideration.

**Eligibility Requirement: Nominee must be a club who paid dues.**

**Judging criteria:**

Club Activities 35%;

Club Growth 30%;

District/International Participation 25%;

Club Promotion 10%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/ChesClubOfTheYear> or Document)**

1. Nomination submitted by:
2. Email Address:
3. Junior Civitan Club:
4. Why does the club deserve this recognition? (*Max. 250 words*):
5. Club Activities (35%) List what activities the club conducted this year (include all meetings, projects, social gatherings, fundraisers, etc.) Additionally, state the purpose of each activity, how many members were involved and elaborate on the activity's effectiveness (*i.e. Our fall project's purpose was to serve a meal at a local homeless local shelter to bring awareness to our members and community of the homelessness crisis in our community. We had 15 members attend. It was very effective as we served meals to X, spread the word about this local shelter throughout our school, and bonded as a club*). (*Maximum 1500 words*):
6. Club Growth (30%) How has the club grown this year both in membership and participation (*i.e. Our club experienced a 3% loss this year due to a new service club's presence at our school, but we planned 5 more projects than last year and had a better percentage of members participate in all activities*)? (*Max. 1500 words*):
7. District/International Participation (25%) Describe how your club was involved at the district and international level. This should include examples of attendance at all district events, examples of promoting international campaigns within the club, members registered for 2019's convention and Dance-a-thon, money raised for the CIRC, etc. (*Max. 1500 words*):
8. Club Promotion (10%) How did the club promote itself in the school/community and among it's membership? (*i.e. flyers, announcements, newsletters, social media postings, emails & any means used to inform the membership and the public of projects and activities of the club*). (*Maximum 1500 words*):

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Sponsor Club of the Year**  
**(1<sup>st</sup> place only)**

An award will be presented to the top Chesapeake District Civitan Sponsor Club whose overall participation and fellowship with the Junior Civitan Clubs best represent club sponsorship

This is a district only award.

**Eligibility Requirement: Nominee must be a Civitan club who is considered a club in good standing at the District and International levels.**

**Judging Criteria:**

Participation and activities 50%

Assistance 50%

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/SponsorClubOfTheYear> or Document)**

1. Nomination submitted by:
2. Email Address:
3. Junior Civitan Club:
4. Nominee Name:
5. Sponsor Civitan Club:
6. Why does the club deserve this recognition? *(Max. 250 words):*
7. Participation and Activities (50%) List what activities the sponsor club participated with this year (include all meetings, projects, social gatherings, fundraisers, etc.) Additionally, state , how many members were involved and elaborate on the activity's effectiveness because of their involvement. *(Maximum 1500 words):*
8. Assistance (50%) How has the club's assistance helped your club this year. What did they do to help, how has it impacted your club? *(Max. 1500 words):*

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**

**Sponsor Club Liaison of the Year**  
**(1<sup>st</sup> place only)**

An award will be presented to the outstanding Chesapeake District Civitan Sponsor Club Liaison whose overall participation and fellowship with their Junior Civitan Club(s) and the district best represent a sponsor club liaison.

This is a District only award.

**Eligibility Requirement: Nominee must be a Civitan member who is considered in good standing at the Club level.**

**Judging Criteria:**

Participation and activities (50%)

Assistance to the Junior Club (25%)

Communication between Junior Club, Sponsor Club and District (25%)

**Application Submission must be in this format: (Submit via Google Form <http://bit.ly/SponsorClubLiaisonOTY> or Document)**

1. Nomination submitted by:
2. Email Address:
3. Junior Civitan Club:
4. Sponsor Civitan Club:
5. Why does the club deserve this recognition? *(Max. 250 words):*
6. Participation and Activities (50%) List what activities the sponsor club liaison participated with this year (include all meetings, projects, social gatherings, fundraisers, etc.) Additionally, state , how many members were involved and elaborate on the activity's effectiveness because of their involvement. *(Maximum 1500 words):*
7. Assistance (25%) How has the sponsor club liaison's assistance helped your club this year. What did they do to help, how has it impacted your club?:
8. Communication between Junior Club, Sponsor Club and District (25%) List how the sponsor club liaison effectively communicated with your club. *(Were they effective in making you aware of what was happening with their club that you might be involved with, describe. Did they communicate with the District Board or the adult district) (Max. 1500 words)*

**\*Option to include up to 10 pictures, 5 supporting documents, 5 letters of recommendation.**