



Outstanding Club Website

Official Awards Application

Completed application accepted
no later than *December 1*.
Mail to:
Civitan International
Awards Program
One Civitan Place, P.O. Box 130744
Birmingham, AL 35213-0744

Club Name: _____ Club Number: _____
 City: _____ State/Province: _____
 District Name: _____ District Number: _____
 Website Address: _____

Club President for Award Year: _____
 Telephone # B _____ R _____ E-mail _____

Webmaster for Award Year: _____
 Telephone # B _____ R _____ E-mail _____

Application completed by: _____
 Telephone # B _____ R _____ E-mail _____

As of the end of the Civitan award year, our club acknowledges that it is considered a club in good standing including all officers trained and all dues and fees paid up-to-date. YES NO

Updated: bi-weekly monthly bi-monthly quarterly

All submitted materials should fit in an 8.5" x 11" binder, except computer disks, CDs, or DVDs. This application must be completed by printed pages, or a disk containing screen shots of your website for the award year. Forward completed application to Civitan International **by December 1**. Award applications are to be submitted individually. Do not combine multiple applications into one binder. It is recommended that a copy be sent to the Immediate Past Governor. Websites will be judged on the following criteria:

- | | |
|---|---|
| <p>Welcome, Visitor Information..... 20% Your website should first be used as a recruitment tool. The homepage should be welcoming to guests with information regarding your meeting time and place, as well as your club's key community projects.</p> | <p>Timeliness 10% Your website should be updated a minimum of four times per year. It is very important to keep your website current for members and visitors. Show examples of updates and when they were made.</p> |
| <p>Club News, Activities 15% Your website's second purpose should be as a member information tool. You should post club information, like announcements, upcoming activities, the club's bulletin, etc.</p> | <p>Pictures 10% It is very important to include pictures of your club activities and members. Post pictures from recent events for club members to view. Feel free to use pictures from Civitan Online.</p> |
| <p>Contact Information 10% The webmaster (member who updates the website) should have his or her email address and telephone number posted, as well as all club officers.</p> | <p>Ease of Use/Navigation 10% How easy it is to use or navigate your website through information and link placement is important.</p> |
| <p>Customized Website Address 10% You should register a custom domain name for your club's website (i.e. www.anytowncivitanclub.org). You should provide at least one example where you have promoted the website name, as in a club brochure or bulletin.</p> | <p>Design 10% The overall look and layout of the website should be carefully considered.</p> |
| | <p>Links 5% Include links on your website to Civitan Online and specific pages on Civitan Online useful to your club members. Also include links to your city website and other local partners.</p> |