



# Outstanding District 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

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

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

**Governor for Award Year:** \_\_\_\_\_

Phone # B (\_\_\_\_) \_\_\_\_\_ R (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Webmaster for Award Year:** \_\_\_\_\_

Phone # B (\_\_\_\_) \_\_\_\_\_ R (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Application completed by:** \_\_\_\_\_

Phone # B (\_\_\_\_) \_\_\_\_\_ R (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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

**Updated:**                     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:

**Welcome, Visitor Information..... 20%**  
 Your website should first be used as a recruitment tool. The homepage should be welcoming to guests with information regarding the meeting time and place of clubs in the district, as well as key community projects for the clubs in the district.

**District News, Activities ..... 15%**  
 Your website's second purpose should be as a member information tool. You should post district information, like announcements, upcoming meetings, the district's bulletin, etc.

**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 district officers.

**Customized Website Address ..... 10%**  
 You should register a custom domain name for your district's website (i.e. [www.anycivitandistrict.org](http://www.anycivitandistrict.org)). You should provide at least one example where you have promoted the website name, as in a district bulletin.

**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.

**Pictures ..... 10%**  
 It is very important to include pictures of your district and club activities and members. Post pictures from recent events for club members to view. Feel free to use pictures from Civitan Online.

**Ease of Use/Navigation ..... 10%**  
 How easy it is to use or navigate your website through information and link placement is important.

**Design ..... 10%**  
 The overall look and layout of the website should be carefully considered.

**Links ..... 5%**  
 Include links on your website to Civitan Online and specific pages on Civitan Online useful to your district club members. Also include links to your club websites and other local partners.