



# 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><b>Welcome, Visitor Information..... 20%</b><br/>         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><b>Timeliness ..... 10%</b><br/>         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><b>Club News, Activities ..... 15%</b><br/>         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><b>Pictures ..... 10%</b><br/>         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><b>Contact Information ..... 10%</b><br/>         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><b>Ease of Use/Navigation ..... 10%</b><br/>         How easy it is to use or navigate your website through information and link placement is important.</p>  |
| <p><b>Customized Website Address ..... 10%</b><br/>         You should register a custom domain name for your club's website (i.e. <a href="http://www.anytowncivitanclub.org">www.anytowncivitanclub.org</a>). You should provide at least one example where you have promoted the website name, as in a club brochure or bulletin.</p> | <p><b>Design ..... 10%</b><br/>         The overall look and layout of the website should be carefully considered.</p>   |
|  | <p><b>Links ..... 5%</b><br/>         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>                  |