



Passport to Civic Leadership Program Guide

Welcome to the Passport to Civic Leadership program! This program is JCI USA's number one tool for member activation & retention. It's designed for members to achieve the maximum value from their Jaycee membership by being an active member.

Any questions about this program can be directed to the National Program Manager at passport@jciusa.org.

The Fine Print

- **Degrees must be achieved in the current year.** Backdating is not permitted.
 - **Qualifications for degrees may be worked on simultaneously!** However, you will not advance a degree until all requirements for the lower degree are complete. For example, you may have all requirements for your 5th degree completed, but are still working on your 4th. Once you complete your 4th degree, your 5th degree will also be submitted and that's what level you will be at.
 - **If you don't finish a degree in one year, don't worry!** You won't have to start it over; the requirements you already completed will remain intact.
 - **Activity should be "checked off"** using the JCI USA mobile app or through www.jayceemember.com.
 - **Chapter presidents need to approve** all Passport activity in the membership system.
 - **Members that are unable to check off their activity electronically can use the paper form to track their progress.** The chapter president can then enter everything into the membership system. In the event the chapter president is unable to do this, they should sign off on the member's paper form and then turn it in to a regional or state officer that can enter the activity in the membership system. Paper copies are no longer turned in to the national program manager or national office.
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Getting Started & Submitting Activity

Download the JCI USA mobile app for your smartphone. It's available for iPhones & Android phones! (**NOTE:** You must have previously logged into www.jayceemember.com in order to log into the Passport area of the mobile app!)

Or, log into www.jayceemember.com. If you are logging into the system for the first time, click on "setup new login."



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If you're using the mobile app:

- Open the app.
- Select My Passport.
- Select Login.
- Once you've completed a degree requirement, select the check box next to that requirement and then select Submit under the degree name.

That's it! An email will be sent to your chapter president alerting them that they need to approve Passport activity. They will then need to log into the membership system to approve that activity.

If you're using the membership system:

- Log in.
- In the My Profile box, click on Passport to Civic Leadership.
- Once you've completed a degree requirement, select the check box next to that requirement and then select Submit under the degree name.

That's it! An email will be sent to your chapter president alerting them that they need to approve Passport activity. They will then need to log into the membership system to approve that activity.

Approving Activity

All activity will need to be approved in the membership system by someone who will have the permissions to do so. This will usually be the chapter president and/or another specified chapter officer. If the chapter president is unable to approve activity, work with a designated regional or state officer for this process.

- Log into the membership system.
- In the Useful Links box, select Passport to Civic Leadership Task Approvals.
- A list of members who have submitted degree activity for that chapter will populate and there will be the option to approve or decline. Select the appropriate button.

That's it! After approvals are completed, when the member logs into the mobile app or membership system and reviews their Passport activity, they will see the date their activity was approved and will no longer be able to check off that particular task.