



2014 Civic Leadership Certification

Civic Leadership Certification (CLC) serves as a guide for running a healthy, thriving chapter. To achieve 100% efficiency, your chapter must complete every item listed below. Follow the instructions below to submit for consideration of Civic Leadership Certification. All submissions should be sent to PM Heather Vardell at clc@usjaycees.org.

Chapter Name:		State:		
Chapter Demographics:				
Age of Membership (%)	18 to 23:		30 to 35:	
	24 to 29:		36 to 39:	
Gender (%)	Male:		Female:	
Marital Status (%)	Single:		Married:	
Children (%)	Yes:		No:	
Membership Tenure (%)	< 1 year:		1 – 3 years:	
	4 – 6 years:		7+ years:	

Check box when completed and enter date when submitted.

Update Membership Database with 2014 Chapter President's name & GMM details by 1/31/14.	
Submit Chapter Plan of Action by 2/28/14. This should include: <ul style="list-style-type: none"> • Plan of Action (goals, strengths/weaknesses, potential problems and solutions, etc.) • Member survey • Budget • Membership Plan • Calendar of Events • Organizational chart 	
Update / renew liability insurance	
Update / renew incorporation	
Review / revise constitution, bylaws and policies	
File 990	
Conduct a training / orientation for your Board of Directors by 1/31/14.	
Attend state / national Officer Training (in person or via webinar) by 2/28/14.	

Conduct monthly General Membership Meetings.	
Conduct monthly Board Meetings.	
Conduct at least one (1) meeting with government officials (local / state / federal) by 4/30/14. Name and title of official:	
Conduct at least one (1) Active Citizen Framework project, including: <ul style="list-style-type: none"> • Conduct a community needs analysis • Create a plan based on the community's needs • Collaborate with partners • Measure results • Evaluate and report 	For this project you must submit a PMG.
Conduct quarterly Chapter Plan reviews and submit as follows:	
• 1 st Quarter – by 4/30/14	
• 2 nd Quarter – by 7/31/14	
• 3 rd Quarter – by 10/31/14	
• 4 th Quarter & Year-End – by 2/28/15	
Provide written communication to members at least monthly (newsletter, email, etc.)	
Establish / maintain a chapter website or Facebook page. URL:	
Conduct at least four (4) New Member Orientations. Check box when done and list date held.	<ol style="list-style-type: none"> 1. 2. 3. 4.
Hold one Passport to Civic Leadership training.	
Conduct visitations to at least two (2) other chapters. List dates of visit and chapter visited.	<ol style="list-style-type: none"> 1. 2.
Have at least one (1) member attend JCI Impact, JCI Achieve or JCI Admin. List the name of the member and the date and course attended.	
Attend at least two (2) state / district / regional events. List each event and the date attended.	<ol style="list-style-type: none"> 1. 2.

Conduct at least one (1) project in each Area of Opportunity. List project name and date held.	
• Business	
• Individual	
• Community	
• International	
Participate in at least two (2) of the following USJC / JCI programs:	
• Shoot for 30	
• Nothing But Nets	
• Twinning	
• Ten Outstanding Young Americans / Persons (TOYA / TOYP)	
• Junior Chamber Youth	
• Adopt A School Day	
• State Priority Project / Program. Name the program.	
Have at least two (2) members participate in competitions at the local / district / regional / state / national / international level. Name each member and the date of the competition.	1. 2.
Complete one of the following: Have at least one (1) member participate in at least one (1) USJC / JCI event. Name the member who attended. <ul style="list-style-type: none"> • Local President Summit (January 9 – 12, 2014, St. Louis, MO) • Conference of the Americas (April 23 – 26, 2014, Medellin, Colombia) • Annual Meeting (June 25 – 29, 2014, Baltimore, MD) • GALS (September 27 – 29, 2014, Washington, DC) • World Congress (November 24 – 29, 2014, Leipzig, Germany) <p style="text-align: center;">OR</p> Have any three (3) members attend at least one (1) USJC webinar per quarter.	Below list the names of the members or webinar.
Achieve YTD Growth. List your January 1 base number and your December 31 base number.	
Submit your Annual Report by 2/28/15, including:	
• Summary and evaluation letter from President	
• Chapter Plan with reports of actual results vs. goals	
• Actual problems and solutions encountered	
• Revised strengths and weaknesses	
• Recommendations for the future	
• Final budget	
• Final membership plan	

