

Document Revised in November 2021 by Committee members:

Approved by Executive: _____

Approved by Members: _____

Introduction

WELCOME!

We are so pleased that you have decided to join the Almonte Civitan Club. There will be many opportunities for you to provide supports and services to our club and your fellow citizens.

The information contained in this Guide should help you during your first few months as a new Civitan. You will become familiar with the protocol, practices and procedures followed at General Meetings. The Guide will also make you aware of the various activities and projects undertaken by the Club. We hope you will participate as much as you can. In addition, details of some of the Club social events held specifically for the purpose of fostering friendships between members and their families and awards for outstanding service are included. We have not included everything but enough to capture the spirit of the Almonte Civitan Club.

General Meetings & More

Civitan Vest, Name Badge, Place Cards & Pin

When you were inducted into the Club you were presented with a vest, name badge and a pin. These items should be worn at all General Meetings, when participating in a General Meeting at another Civitan Club and at business sessions held during Civitan District or at International Conventions. If you are unsure when vests are needed, please ask your Sponsor or another club member.

Every member has a place card which is used at club meetings. Pick it up and set it in front of you at your table. This place card helps you learn the names of other Civitans and helps the rest of us learn who you are.

Greetings

Before each general meeting, it is customary to shake the hand of every other member and guest in attendance (assuming health regulations allow). The purpose of this handshake is to make each person feel truly welcomed. It also affords the opportunity for newer members to get to know all members in the Club by name.

Addressing Other Members

During meetings, each member is to be referred to as “Civitan” and that person’s given name. In some cases, it may be necessary to include the surname when there is more than one member with the same given name. This practice shows respect and makes for a friendlier atmosphere.

Standing When Speaking

When a member addresses the floor, they should stand. Because of the seating arrangements, it is sometimes difficult to see and hear the speaker. Standing helps us all.

Introducing Your Guest

At the beginning of the meeting, the President (chairperson) will ask if there are any guests present. If you have invited a guest, you will be expected to introduce this person. Be sure to state that individual's full name and some other particulars. Is your guest new to town/area? Are they working or retired? Do they have an interest in the work of the Club or have already helped at a Civitan activity or project? Any interesting details are welcome.

Roles of Executive Officers & Appointees at General Meetings

President: Sets the Agenda, chairs the meeting and acknowledges any special Civitan guests

President Elect: Chairs the meeting when the President is not able to be at the meeting and introduces and thanks guest speakers

Club Secretary: Records the minutes of the meeting, circulates the Agenda and reads all correspondence and other duties as assigned by the President

Club Treasurer: Provides oral and written financial reports specific to the financial activities of the Club. Reports are confidential to club members.

Sargent-at-Arms: Appoints a member to be the Red Devil before the meeting. They collect 10¢ fines for infractions such as failure to wear a Civitan vest, not standing when addressing the floor, cellphone use and speaking out of turn. Members sitting on either side of another who has celebrated a birthday since the last General Meeting must pay a 25¢ fine. The member who pays the greatest number of fines is required to wear the Red Devil symbol at the next General Meeting and all Civitan functions they attend. All of this is to promote fellowship and fun at meetings.

Judge Advocate: At the beginning of the meeting, the President appoints a member to fill this position during the meeting. The Judge Advocate can be asked to rule on any fines levied by the Sargent-at-Arms.

Committee Chairpersons: These Club members give an update on their committee activities. A written record is included in the meeting minutes.

District/International: One club member is elected to be District Club Representative. They will inform the club of events or items that may be of interest occurring at the Civitan District or International level. The Almonte Civitan Club is part of Canadian Northern Lights District. Members are welcome to attend District meetings in a non-voting capacity. Let your Club Representative know if you are interested.

Meeting Protocol & Procedures

Copper Kettle: In order to encourage greater attendance at general meetings, this draw was introduced. Every member in the club is assigned a specific number on the published membership roster. Before the general meeting begins, members present have the option of placing 25¢ into the Copper Kettle and signing their name in the book. Near the end of the meeting a number is drawn. If it matches the member's number on the roster that individual wins all the money in the kettle as long as they have paid 25¢ and signed the book. If there is no winner, the monies are carried forward to the next General Meeting.

50/50 Draw: This draw is another way we support fellowship at meetings. You may purchase a ticket before the start of the General Meeting, A ticket/number is drawn and the winner receives 50% of the monies collected.

For the Good of Civitan: You will see this item on each Agenda. At the end of the meeting each member is invited to make positive comments on the proceedings, ask any question they may have about the operation of the Club or speak on other Civitan related matters.

Suggestions for Guest Speaker and/or Subjects

If a member knows of anyone who would make a good guest speaker or if they would like to suggest a topic that would likely be of interest to most of the members, they should give this information to the President Elect.

Distribution of Meeting Minutes

Minutes are available either via the Internet or in print copy at the General Meeting. Should you wish to receive the email version be sure to give your current e-mail address to the Club Secretary. Reading the Minutes is always a good idea.

What is expected of a New Civitan?

As a new member you should attend General Meetings regularly and take an active role in the meeting. While no one can be expected to be present at every meeting, you should strive to attend as many as possible. Don't wait to be asked to serve on a committee or participate in a Club activity/project but take the initiative and volunteer. All members are expected to pay their annual dues prior to 01 October each year or a date as determined and published by the Executive.

Members become fast friends with others. This is a wonderful thing to see. But like any group we won't agree with everyone, or the decisions made. Being supportive, asking questions and trying not to gossip or criticize is important to maintaining club harmony. Civitan does not tolerate words or actions that are racist, sexist, homophobic or ageist, classist, or transphobic. We encourage you to discuss concerns with your sponsor or a member of the Executive.

Support from the Member's Sponsor

Your sponsor, in proposing you for membership in the Club, accepted certain responsibilities. They should introduce you to fellow members at meetings and include you in conversations. Your sponsor should also encourage you to participate in those activities/project/committees that best suit your interests and abilities. You may also feel more comfortable working alongside your sponsor. If after reading this document you have any questions, your sponsor will be only too happy to answer them or obtain the information for you. Don't be surprised that if you miss two consecutive meetings you receive a telephone call from your sponsor. They are there to provide any assistance you require during your first year or more of membership in the Club.

Member Roster

The Club Secretary makes up a list of all members, their contact information and especially phone numbers for distribution. Be sure the Secretary has your most current information. Using this list, you can then contact members as needed. Please do not share this list or the information contained in it beyond the club.

Club Social Activities

We encourage all members to attend the social events held throughout the year. A few include:

Member Dinners

During the year, the Club holds some dinners for all members. Often the dinners can include spouses or other family members/visiting friends or relatives. This is an excellent way for non-Civitan to get to know the Club members in a relaxed environment.

Annual Awards Dinner

This dinner takes place during the month of September. There are several awards that can be won by individual members. The selection criteria for each are outlined in the Club Manual. One of special interest to new members is the Rookie of the Year Award. Some awards are meant to be fun. Others are more serious. All reflect the hard work and achievements of members.

Hall Committee Operations

Food & Beverage Services

Throughout the year the Club provides support to many individual families, schools, businesses and private organizations. We offer a variety of equipment, food and bar services. Functions may be at the Civitan Hall or at different sites in the Town of Almonte and the surrounding area. Food services include sandwiches, cheese, pickle, vegetable trays and desserts for events. We prepare full-course meals for events. We provide barbeques and workers to help other groups in the community. A canteen is run

by the Club at auctions held at the Hall. Licensed bar services are supplied by trained and properly qualified personnel. There is a continuing need for members to help. Consider getting your Food Safety Course or SMART Serve qualifications. Let the Catering Chair and the Bar Chair know if you are interested in this training. If you know someone who is interested in renting the hall, please have them contact bookings@almontecivitan.com

Hall Rentals

The Civitan Hall is one of the best facilities of its kind in the area. Clients book the Hall for business meetings, receptions/parties, entertainment and social events of all kinds. The Hall can be divided into two large sections which permits the accommodation of two separate and moderate-sized events at the same time. All members are expected to promote the use of the hall. The Booking Manager deals with inquiries about availability, costs and contracts along with all other items related to bookings. Individual members can offer their assistance by helping to set up chairs, tables, the moveable sectional stage and the sound system. The Hall is decorated seasonally and for other occasions. The Decoration Chair is always looking for help. If you are usually free during the day, please let us know.

Medical Loan Cupboard

The Club has accumulated a wide range of medical aids such as hospital beds, wheel - chairs, raised seats, walkers, crutches, canes, bathroom aids and more. These are made available to the public. While there is no charge for the use of these items, donations are accepted after their use. From time to time there is a need for members to assist with the delivery or pick up of these pieces of equipment, to repair damaged items or help purge and dispose of older, unusable equipment. If you wish to help let the Loan Cupboard Chair know.

Tents

The Club owns several 20' x 20' and 20' x 40' tents with or without side enclosures. These items are available to the public for outdoor wedding receptions, parties, etc and are stored in the large garage near the Civitan Hall. Members are needed to assist with the pickup of the tents and accessories, their delivery, the putting up and dismantling of the tents and their return to the storage facility. Normally assistance is required for no longer than two hours at any one time. Tents are in highest demand during the summer months.

Community Support

We are always interested in new opportunities! If you have any suggestions, please bring them forward. The items listed below are not a complete list.

Adopt A Highway Program

This project involves the cleanup and removal of debris from the side and ditches of certain highways. The Club has agreed to be responsible for 2 km. of roadway on County

Road 16 west of Almonte and 2 km. on March Road east of the Town of Almonte. Perhaps you have noticed the road signs. Clean up days are held in late Spring and early Autumn each year. All members who take part should be fairly fit and must view a 13-minute video on safety. Safety vests, garbage bags and roadside warning signs are supplied by the Club. Participants must wear appropriate clothing, gloves, footwear and a safety vest. They obey the guidelines outlined in the film. Approx. 20-25 members are required each day.

Annual Almonte Fair

This 3-day event, sponsored by the North Lanark Agricultural Society (NLAS), takes place in July and runs from 12:00 noon on Friday until 5:00 p.m. on Sunday. All Club members who volunteer are hired by the NLAS and their pay goes to the Club. Civitan volunteers sell admission tickets, control access to the fairgrounds and other tasks as needed. A member of the Club co-ordinates workers.

Fairview Manor & Country Haven Christmas Parties

Both evening parties occur in early December. The actual date varies each year depending on the availability of local entertainers who donate their time and are booked by staff for these parties. The Club contributes money for gifts for the residents and a Civitan or Friend of Civitan plays Santa. At the Manor, members are needed to serve sandwiches and squares which have been prepared in advance. A simpler menu at Country Haven consists of cheese, crackers and cookies. Members help serve the food and join in the fun at the parties.

Light Up The Night

Each year in early December, this well-publicized celebration takes place in the lower portion of Mill Street, downtown Almonte. Besides the turning on of thousands of Christmas lights, entertainment is provided by singers and musicians. Often a local media personality acts as master of ceremonies. Civitan supplies the Santa! While the event is in progress, the Civitan Club gives hot chocolate to those in attendance. Members are needed for the set-up of equipment, and the preparation/serving of this beverage.

Santa Parade

The Club participates in three or four Santa parades each year. The Club's float is refurbished and decorated by members prior to start of the parade season. The coveted role of Santa is played by a Civitan member or Friend of Civitan in a Santa suit provided by the Club. Several members are assigned to assist with route security and traffic control during the Almonte parade. The Almonte parade is held in early December.

Junior Civitan Club

The Almonte Civitan Club has supported our Junior Civitan Club for many years. We are proud to offer young people the chance to learn about volunteerism, giving back and

learning how to run things. The Junior Civitans raise money through their work. The breakfasts and spaghetti dinner are two of their projects.

Fund Raising Projects

Claxton Cake Sales

This yearly project runs between September and December each year. All Civitan Clubs in Canada may participate by being part of a group order. Both light and dark fruit cakes are available, and the established prices are competitive. Club members are asked to sell cakes to family, friends and neighbors. The cakes are also offered to the general public at different locations in the community. Members will be asked to sell cakes at these posts during set hours.

Craft Sales in the Civitan Hall

There are craft sales held each year. The Club rents out tables to persons who want to display and sell crafts, food items, art, books and more. There is a Civitan table where crafts and baked goods donated by members are sold. Help is needed to arrange all the tables in the hall before the sale, staff the Civitan table and operate the canteen if running. A variety of food and beverages are made available to visitors and those who are displaying their goods. Some additional assistance is required to clean up the hall after the sale.

Father's Day Breakfast

This popular annual event is held in June. The menu usually includes juice, scrambled eggs, sausages, bacon, fried potatoes, toast and tea/coffee. There is also a Civitan table where baked goods can be purchased by attendees. All members are asked to bake items and deliver them to the hall before the doors open to the public. In addition, 15-20 volunteers are required to arrange tables & chairs, set tables, cook breakfast, serve food, clear tables, and clean up the premises.

Pie Days

This activity consists of the preparation of 'oven-ready' pies for sale to the public. Apple pies and apple crisps are made during the first week of October. Meat pies known as Tortieres are prepared in late November. Civitan members are involved in selling the pies, helping to prepare the dough and ingredients, rolling out the dough, assembling the pies, collecting the money and arranging for pie pick up and/or delivery. On pie days, the work lasts from 4-6 hours. Pies are done over two to three days and at least 60 members are needed to get this job done. In 2021 over 600 apple pies and crisps were made and sold. Over 500 tortieres! Although a lot of work, this project is a very successful fundraiser for the Club.

Special Raffles

At least one major raffle, featuring an attractive and valuable prize is conducted by the

Club each year. It is well publicized in the community over several months. Tickets are sold at different locations and events throughout the period. All members are asked to assist the project coordinators when requested and to sell/purchase tickets.

Lobsterfest

This event, one of the larger ones held at the hall, occurs in June. The fine quality of the lobsters and steaks (if people prefer) brings many people back each year. The bar is open and usually for this event we offer a special wine. Members are needed to attend this event, sell tickets, arrange tables, help with clean up and decorate the hall. Salad, baked potato and sour cream, buns and dessert are all put together by members. The Lobsters are usually 1-1/4 to 1-1/2 pounds.

Bingo

As soon as COVID rules allow the Club will host weekly Bingo games. The public will enjoy an up-to-date Bingo game, great prizes and snacks from the Canteen. A roster will be put together. If you can help, contact the Bingo chair.

New Projects and Ideas

New members bring a lot of experience and ideas to the Club. We are always looking for new events to run, new activities to help as we raise funds. The above list is by no means complete. If you have ideas, please don't hesitate to bring them forward. Your sponsor can help you figure out how to go about making your idea happen. Or speak to any Executive member.

References to other available Civitan Information

Club Manual

This publication includes information on the general operation of the Club - its history, a list of past presidents, awards and previous recipients, the membership roster, detailed responsibilities of the Club Executive Officers, Committee Chairs and the annual budget.

Club Constitution & Bylaws

This document defines the prerequisites for membership, the duties and responsibilities of some executive positions, description of Club Committees and appointments, nomination and election procedures, conventions and district meetings, rules of order and the amendment process.

Canadian Northern Lights Directory

This booklet contains a list of all clubs in the district. It also includes the names of all Club Presidents and their contact information. Club Reps are listed and program or service chairs. The booklet is available from your Club Representative.

Civitan Magazine

This publication is issued online quarterly. It is published by Civitan International. Submissions from Civitans are encouraged. It contains photographs and articles on a wide variety of topics of concern to Civitan members throughout the world.

Member Resource Handbook

This 63-page booklet is emailed directly to all new members and comes from Civitan International. It covers many general topics on Civitan operations. The content will be of special assistance to members during their first couple of years as members.

Civitan Websites

If you have access to the Internet, you may wish to visit the following websites to see the full extent of information that is available on Civitan and which can be downloaded. The addresses are as follows:

International: www.civitan.org

District: www.civitancanadiannothernlightsdistrict.com

Almonte Club - can be accessed through www.almontcivitan.com or the fAlmonte Civitan Facebook page.

Attachments

The following standalone documents are attached to this guide:

1. Current Club Membership Roster
2. List of Key Contacts within the Club and Project Chairs

The content of each document is subject to change throughout the year. As amendments become necessary, updated versions are produced by the Club Secretary. The best way to receive a revised copy is via the Internet. Simply provide the Secretary with your e-mail address. If you do not have access to a computer to receive email ask another member who does to share with you or ask the Club Secretary to give you a paper copy.