



Civic Leadership Certification

Introduction

The JCI USA Civic Leadership Certification Program was created to ensure that JCI USA states and chapters are providing the minimum services required to their members to support their efforts toward sustainable impact.

The program sets a minimum standard for how JCI state and chapter organizations should be operating so that they provide development opportunities that empower young people to create positive change. The standards outlined in this guide will help JCI USA states and chapters function in a matter that creates greater access for members to receive services, information and opportunities that will empower them to create sustainable impact.

The following guide details the specific standards, or rules, required to achieve civic leadership certification. Throughout the guide, there will be instruction specific to achieving certain requirements, as well as additional resources that can support efforts to become certified.




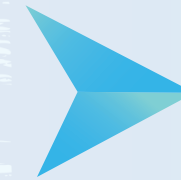


JCI USA states and chapters that meet the minimum standard for the program will receive a certification from the JCI USA National President. States and chapters that are 100 % certified will not only be better equipped to unite all sectors of society to achieve sustainable impact, but they will also receive:

- A certification logo that appears on their web site throughout the following year after receiving their certification.
- Recognition at the JCI USA Year End meeting for chapters and states achieving 90% and above.

Certification lasts for one year following achievement. If a state or chapter does not reach certification during that following year, the state or chapter loses its certification.

For JCI to achieve our goals at the local, national and international level, the organization must work together as one network, connecting members, communities and the global society. Achieving Civic Leadership Certification will better position states and chapters to achieve the JCI Mission, Vision and long-term goal of being the organization that unites all sectors of society to create sustainable impact.

What's Inside

-  **STANDARD 1: Compliance with the Laws of the Land!**
-  **STANDARD 2: Motivate!**
-  **STANDARD 3: Collaborate!**
-  **STANDARD 4: Connect!**
-  **STANDARD 5: Invest!**
-  **STANDARD 6: Impact!**

Standard 1:



Compliance with the Laws of the Land!

A JCI USA chapter is a legal entity, separate and unique from the national association and all other JCI chapters. As such, it has legal rules and regulations and responsibilities to which it must adhere. Standard 1 ensures that the chapter is meeting its legal obligations.

As a chapter within JCI and JCI USA, the chapter also has Jaycee related responsibilities it must fulfill to maintain its charter in good standing.

Requirements

- ▶ Update/renew liability insurance
- ▶ update/renew incorporation
- ▶ File 990
- ▶ Review/revise constitution, bylaws and policies
- ▶ Update Membership Database with 2016 Chapter president's name by 1/31/17.

Standard 2:



Motivate!

Standard 2 ensures that the chapter is devoting sufficient time and resources into motivating its leaders and members to accomplishing their plan of action for the year. A key component of Motivate! is providing sufficient training opportunities so chapter leadership know what is expected of them and what success looks like.

Requirements

- ▶ Submit Chapter Plan of Action by 2/28/17. This should include:
 - Plan of Action (goals, strengths/weaknesses, potential problems and solutions, etc.)
 - Member survey
 - Budget
 - Membership Plan
 - Calendar of Events
 - Organizational chart
- ▶ Conduct a training / orientation for your Board of Directors by 1/31/17.
- ▶ Attend state / national Officer Training (in person or via webinar) by 2/28/17.
- ▶ Conduct monthly Board Meetings.
- ▶ Conduct quarterly Chapter Plan reviews and submit as follows:
 - 1st Quarter – by 4/30/17
 - 2nd Quarter – by 7/31/17
 - 3rd Quarter – by 10/31/17
 - 4th Quarter & Year-End – by 2/28/17

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.
 - Leadership Training University
 - National Spring Meeting
 - Annual Meeting
 - JCI USA National Summit
 - World Congress

OR

- ▶ Have any three (3) members attend at least one (1) USJC webinar per quarter.
- ▶ Submit your Annual Report by 2/28/18, 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

Standard 3:



Collaborate!

Compliance with Standard 3 ensures that the chapter is sufficiently connected with and collaborating with the many resources at its disposal. These include elected officials, other civic groups, the media, nearby Jaycee chapters, and fellow members.

Requirements

- ▶ Conduct visitations to at least two (2) other chapters. List dates of visit and chapter visited.
- ▶ 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.
- ▶ Conduct at least one (1) meeting with government officials (local / state /Federal) by 4/30/17. Name and title of official:

Standard 4:



Connect!

Is your chapter integrated with its community? Are citizens aware of the good work that the chapter does? Is the chief elected official aware of the good work that the chapter does? Just as a falling tree makes no noise if no one is around to hear it, a chapter that does not make sufficient noise is just as silent. Standard 4 connects the chapter with its community and with its members.

Requirements

- ▶ Provide written communication to members at least monthly (newsletter, email, etc.)
- ▶ Establish / maintain a chapter website or Facebook page. URL:

Standard 5:



Invest!

A chapter has many resources at its disposal. These can include physical resources, just as cash and equipment, but it also includes intangible resources as time spent on trainings, meetings and socials. Other resources include mentors, the chapter's reputation, and goodwill. Standard 5 insures that these resources are being spent and used for the betterment of the chapter, its members, and the community.

Requirements

- ▶ Conduct monthly General Membership Meetings.
- ▶ Conduct at least four (4) New Member Orientations. Check box when done and list date held.
- ▶ Hold one Passport to Civic Leadership training.
- ▶ 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.
- ▶ Have at least two (2) members participate in competitions at the local /
▶ district / regional / state / national / international level. Name each member and the level of competition.
- ▶ Conduct at least one (1) project in each Area of Opportunity. List project name and date held.
 - Business
 - Individual
 - Community
 - International

Standard 6:



Impact!

Impact is our ultimate goal. It is our measure of success—how does our chapter impact its members and its community. Following the requirements of Standard 6 ensures the chapter is delivering on its promise to make an impact, a sustainable impact, for the benefit of all.

Requirements

▶ Conduct at least one (1) Active Citizen Framework project, including:

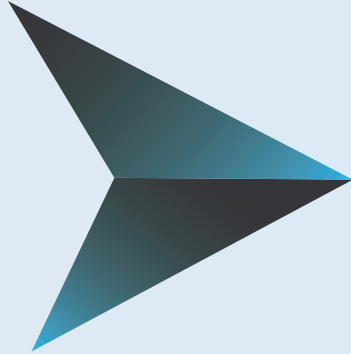
- Conduct a community needs analysis
- Create a plan based on the community's needs
- Collaborate with partners
- Measure results

Evaluate and report. For this project you must submit a PMG.

▶ Participate in at least two (2) of the following USJC / JCI programs:

- Shoot for 30
- Nothing But Nets
- Twinning
- TOYA
- Junior Chamber Youth
- Adopt a School Day
- State Priority Project/Program. Name the program.

▶ Achieve YTD Growth. List your January 1 base number and your December 31 base number.



**15645 Olive Boulevard, Ste A.
Chesterfield, MO 63017
Tel: 636-778-3010
Web: www.jciusa.org
E: clc@jciusa.org**

