



PASSPORT TO CIVIC LEADERSHIP PROGRAM

HOW-TO GUIDE & SUBMISSION FORM

Passport to Civic Leadership is a membership activation tool, designed for members wanting to achieve maximum value from their Jaycee membership. Many of the skills obtained through participating in the Passport to Civic Leadership program, such as public speaking, business writing or project management, will benefit members professionally. Your chapter president will sign off as you complete each task and report your progress to the National Passport to Leadership Program Manager. All tasks can be completed in ANY order. However, you will remain at the lowest degree until each task is completed under that degree. All questions regarding this program can be directed to the Passport to Civic Leadership Program Manager: **Jennifer Salmon** | passport@usjaycees.org

Jaycee Name: _____ **Email:** _____

Chapter Name: _____

1ST DEGREE *Date Full Degree Completed:* _____

- Attend 50 percent of the chapter's meetings while attaining 1st degree *(Chapter meetings for this requirement are defined as the routine, regularly scheduled meetings of the chapter.)*
- Attend a new member orientation *(This can be a live, in-person orientation or a webinar new member orientation.)*
- Participate in a Jaycee Project
- Attend a chapter event *(Regular routine chapter meetings do not count toward this requirement.)*
- Meet with your Chapter President and recite the Jaycee Mission and Vision Statement and/or Creed

Task Description **Date Completed**

Chapter President Sign-Off: _____

2ND DEGREE *Date Full Degree Completed:* _____

- Attend 50 percent of the chapter's meetings while attaining 2nd degree
- Learn about National & JCI trainings, programs, and initiatives *(ie. TOYA, CPGs, the professional skills competitions, etc.)* and share what you learned with your Chapter President and/or chapter
- Be an active committee member on a chapter project
- Register on the National web site and explore the various tools available to you there
- Invite a friend of Jaycee age to a chapter meeting or function, if that friend is unable to attend you can provide their contact information to the Chapter President for follow up

Chapter President Sign-Off: _____

Task Description

Date Completed

3RD DEGREE

Date Full Degree Completed: _____

- Attend 50 percent of the chapter's meetings while attaining 3rd degree
- Chair or co-chair a chapter project
- Look around your community for like-minded young people who may be interested in the Junior Chamber and provide a list of no less than 10 names with contact information to your Chapter President
- Understand the Active Citizen Framework. Accompany a chapter member to a meeting with a community leader to identify community needs
- Enter a competition of your choice at either the District, Regional, State and/or National level *(Competitions are Write Up, Speak Up, Master Speak Up, Jaycee Jeopardy, Debate, and Resume competitions – Armbruster, Brownfield and Mungenast.)*

Chapter President Sign-Off: _____

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4TH DEGREE

Date Full Degree Completed: _____

- Attend 50 percent of the chapter's meetings while attaining 4th degree
- Chair a project and complete & submit the CPG to your local Chapter President
- Attend a chapter training program
- Conduct a new member orientation, for a group or one-on-one
- Engage a new member by explaining the 10 Degree program and helping them enroll

5TH DEGREE

Date Full Degree Completed: _____

- Attend JCI Impact, Healthy Chapter Initiative Training, or Active Citizenship
- Training either in person or via webinar
- Lead a training *(This can be accomplished at a chapter meeting or to a subset of chapter members at a different time.)*
- Participate in a Jaycee project
- Visit an activity of another chapter
- Attend a state/regional meeting *(Any state meeting or training qualifies.)*

6TH DEGREE

Date Full Degree Completed: _____

- Attend 50 percent of the chapter's meetings while attaining 6th degree
- Serve on your chapter's board of directors
- Plan a joint meeting/event with a neighboring chapter
- Hold a conversation with a National Officer of your choice *(This can be accomplished over the telephone, Skype or in person. It must be a live conversation and not an email or electronic conversation.)*
- Attend a city council meeting or a chamber of commerce meeting and report your findings back to your chapter

JCI Active Citizen Framework to Create a Better World



Formulate and Plan Sustainable Solution

Desired results achieved and problem eliminated

Plan and action must be refined to acheive desired results

Desired results achieved but more action needed to elimintate problem



Evaluate and Report

Measure Results



JCI Mission: To provide development opportunities that empower young people to create positive change.