

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:		
	Task Description	Date Completed
1 ST 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		
	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		
\square 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:	
4 TH 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	Chapter President Sign-Off:	
ETH DECDEE	,	
5 TH 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.)	Chapter President Sign-Off:	
ATH DECDEE		
6 TH 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		
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Chapter President Sign-Off:

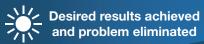
	Task Description	Date Completed
7 TH DEGREE Date Full Degree Completed:		
Lead a new member orientation		
Help a member become more involved in the chapter		
Chair a committee that follows the Active Citizen Framework to meet with community leaders, identify a community need and identify a solution your chapter will undertake (Write and submit the CPG to your chapter president.)		
Attend a National meeting (Any national meeting qualifies, including the annual meeting, Government Affairs Leadership Seminar, State Presidents Retreat or Leadership Academy.)		
Conduct a media interview that positively reflects the Jaycees or meet with a local elected official regarding the Junior Chamber movement		
8 TH DEGREE Date Full Degree Completed:	Chapter President Sign-Off:	
Create a fundraising project for your chapter or recruit a sponsor		
Participate in a JCI training		
☐ Implement the solution identified in Degree #7		
Attend a US Jaycee webinar		
Submit an article for publication in a chapter, region, district or state publication	-	
	Chapter President Sign-Off:	
9 TH DEGREE Date Full Degree Completed:		
Assist a new committee chairperson in writing a CPG		
Serve in a State role such as Program Manager/ Regional Director/etc.		
Recruit one new member. Make sure he/she completes a member survey and is enrolled into the Passport program		
Serve as a judge for a chapter or state competition		
Evaluate your Active Citizen Framework solution from Degree #8 and share your evaluation at a chapter meeting		
	Chapter President Sign-Off:	
10TH DECDEE		
10TH DEGREE Date Full Degree Completed:		
Lead a State training		
☐ Give a presentation to your chapter on the Passport Program		
Conduct an evaluation of your chapter's plan of action		
Attend an upcoming USJC annual meeting or GALS or State meeting where you will be recognized as a 10th		
Degree Jaycee!		

Chapter President Sign-Off: _

CONGRATULATIONS! YOU ARE A 10TH DEGREE JAYCEE.



JCI Active Citizen Framework to Create a Better World



Plan and action must be refined to acheive desired results

> **Desired results achieved** but more action needed





Analyze

Community

Needs

Formulate and plan Sustainable Solution

Health and Wellness



Education and Economic Empowerment



Sustainability



ACTION





Measure Resilts



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