

Passport to Civic Leadership | Submittal Form

Welcome to the Passport to Civic Leadership program! This program is JCI USA's number one tool for member activation & retention. It's designed for members to achieve the maximum value from their Jaycee membership by being an active member.

This submittal form is to be used for members who are unable to electronically submit completed Passport tasks. The chapter president should sign off when a degree is completed and then scan in and email this form to the JCI USA Program Manager at passport@jciusa.org.

Member Name: _____ Member email: _____

Chapter: _____ Chapter President: _____

1st Degree

Date fully completed: _____

Date Task Completed

Attend 50 percent of the chapter's meetings while attaining 1st degree. Chapter meetings are defined as regularly scheduled meetings of the chapter.

Attend a new member orientation – in-person or webinar.

Participate in a Jaycee project.

Attend a chapter event. Regular 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 Signature: _____

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2nd Degree

Date fully completed: _____

Date Task Completed

Attend 50 percent of the chapter's meetings while attaining 2nd degree. Chapter meetings are defined as regularly scheduled meetings of the chapter.

Learn about National & JCI trainings, programs, and initiatives such as TOYA, PMGs, competitions, etc. 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 Signature: _____

3rd Degree

Date fully completed: _____

Date Task Completed

Attend 50 percent of the chapter's meetings while attaining 3rd degree. Chapter meetings are defined as regularly scheduled meetings of the chapter.

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 a minimum of 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 – Armbruster, Brownfield and Mungenast.

Chapter President Signature: _____

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4th Degree

Date fully completed: _____

Date Task Completed

Attend 50 percent of the chapter's meetings while attaining 4th degree. Chapter meetings are defined as regularly scheduled meetings of the chapter.

Chair a project and complete & submit the PMG to your local Chapter President.

Attend a chapter training program.

Conduct a new member orientation, either for a group or one-on-one.

Engage a new member by explaining the Passport to Civic Leadership program and helping them earn their 1st Degree.

Chapter President Signature: _____

5th Degree

Date fully completed: _____

Date Task 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 or regional meeting (any state meeting or training qualifies).

Chapter President Signature: _____

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6th Degree

Date fully completed: _____

Date Task 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 JCI USA officer. (National President, National Vice President, National Legal Counsel, or National Treasurer) *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. Report your findings back to your chapter.

Chapter President Signature: _____

7th Degree

Date fully completed: _____

Date Task 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 PMG to your chapter president.

Attend a National meeting. Qualified events include the annual meeting, Government Affairs Leadership Seminar, State Presidents Retreat or Leadership Training University.

Conduct a media interview that positively reflects the Jaycees or meet with a local elected official regarding the Junior Chamber movement.

Chapter President Signature: _____

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8th Degree

Date fully completed: _____

Date Task Completed

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 Signature: _____

9th Degree

Date fully completed: _____

Date Task Completed

Assist a new committee chairperson in writing a PMG.

Serve in a state leadership position such as Program Manager, Regional Director, Vice President, 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. Share your evaluation at a chapter meeting.

Chapter President Signature: _____

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10th Degree

Date fully completed: _____

Date Task Completed

Lead a State training.

Give a presentation to your chapter on the Passport to Civic Leadership Program.

Conduct an evaluation of your chapter's plan of action.

Attend an upcoming USJC annual meeting or State meeting where you will be recognized as a 10th Degree Jaycee!

Chapter President Signature: _____
