



Passport to Civic Leadership Program

How to Guide

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 bullet point and report your progress to the National Passport to Civic Leadership Program Manager. The bullet points can be completed in any order. However you will remain at the lowest degree until each bullet point is completed under that degree. All questions about the program should be directed to the Passport to Civic Leadership Program Manager.

1st Degree

- 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.

2nd Degree

- Attend 50 percent of the chapter's meetings while attaining 2nd degree.
- Learn about National & JCI trainings, programs, and initiatives such as TOYA, CPGs, the professional skills 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.



3rd Degree

- 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.

4th Degree

- 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 Passport to Civic Leadership program and helping them earn their 1st Degree.

5th Degree

- 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

- 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. Report your findings back to your chapter.



7th Degree

- 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.

8th Degree

- 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.

9th Degree

- 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. Share your evaluation at a chapter meeting.

10th Degree

- 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 GALS or State meeting where you will be recognized as a 10th Degree Jaycee!