

# HometownCivitanClub.org USER MANUAL

## This domain name supports Hometown Civitan Club & Hometown Charities, Inc.



The **HOME** page is where it all begins. At a glance, you can find the date, time and location of the next membership meeting. You also have a link to the next several months of scheduled events. But more importantly, you have information sliders for ongoing promos: Presidents Message, Current Charities, the Civitan International Mission and often a highlighted video. Additionally, there are sliders promoting key topics of interest that change over time.

Four domain names resolve to this domain: homtowncivitanclub.com & .org and hometowncharities.com & .org. If you are seeking more in-depth information, take a look at the top navigation bar that displays the major pages on the website. Just hover your cursor over the page name and click to dive down.



The **WHO WE ARE** page has basic information starting with the What is Hometown Civitan Club & Hometown Charities, Inc.? video. It continues with some narrative about the Club and concludes with links to the Civitan Creed, Civitan International, the Articles of Incorporation and By-Laws for both organizations and the current officers.

This page has a drop-down menu for four additional pages.



The **HCC Club History** page has a narrative and pictorial summary of the key events from the past. It also has a fun video covering the history as well.

The **Board of Director Bios** page has a picture of each Director, Past Presidents and links to their respective bios.



The **General Meeting Minutes** page has minutes from the past year's meetings and a light-hearted video entitled "General Meetings Are...?".



The **About Civitan International** page has a number of links to specific aspects, including the Research Center, Junior Civitan, CI History and Summary Facts.



The **HOW WE SERVE** page lists our current year charities, along with a link to their website or Facebook page. The current charities also are listed on a **HOME** page slider.



The basic **TAKE PART** page contains a general description of membership conditions, dues, charities and fund raising. There are links to our Welcome Kit and the Project Guidelines.

This page has six sub components.

The **Event Calendar** page contains all scheduled events for the local Club, Region 2 and the International.



The **New Member Resources** page contains a series of videos from CI that are valuable information targeted for new members and useful for existing members.



We have both an **Electronic Membership Application** form and one for **Project Requests**. Both forms are routed to the Secretary/Web Administrator, who then forwards them to the appropriate Director.

The next page contains general descriptions of our **Fundraising**

**Projects**. The most recent one, which has been highly successful, is the Adopt-a-Precinct program, where members volunteer to work as poll workers in the primary and general elections, donating their “wages” to Hometown Civitan Club. The Club has worked in the 2020, 2022 & 2024 elections.



The last segment is a **DONATIONS** page, which offers two options for donating to Hometown Charities, Inc., one tax deductible and another tax-free. This a result of the 501(c)(3) status of HCI.

Our stand-alone page for the **PHOTO GALLERY** contains member pictures from award events, social gatherings, a unique “auction” at the County Fair, the 2022 International Convention in San Antonio and the Grants Presentations.



Our **VIDEO CHANNEL** page consolidates all the videos used on the website that were developed by Hometown Civitan Club. One of the videos is “Girls Just Want to Have Fun”



The **IN THE NEWS** page has a mini copy of the news article with a description of the story and includes a link to the actual print copy. The Hometown Civitan Club, members and its charities were highlighted on an average of once a month in recent years.

This page also contains a collection of the most recent newsletters for both **HCC Hometown Happenings** and the **Region 2 Newsletter**. These are accessed through a drop-down menu.



Contact Hometown Civitan Club

First Name  Last Name   
 Email  Phone   
 Address   
 Type your message here   
 Submit

Our last page is **CONTACT US**. Anyone who wishes to communicate with the Club can fill out the electronic form, which is sent to the Secretary/Web Administrator, who will contact the person or refer the inquiry to another Director. The Webmaster contact information is included on this page as well.