
JCI Michigan

2025 Local Organization Handbook

Table of Contents

*includes links to all sections
of the 2025 Handbook*



Table of Contents (Click links to navigate)

The links below will open new documents within Google Drive:

[Introduction and Overview](#)

- [Welcome Letter from the President](#)
- [Board of Directors Contact List](#)
- [Calendar of Events](#)
- [Board Roles and Responsibilities](#)
- [Local Organization Management](#)
- [Tips for running great General Membership Meetings](#)
- [State and National Officer Visitor Protocol](#)
- [New Member Oath and Oath of Office](#)

[Communications & Technology](#)

[Finance Director](#)

[Legal Counsel](#)

Legal Forms/Exhibits:

- A. [Certificate of Change of Registered Office and/or Change of Resident Agent](#)
- B. [Qualified Organization Information Change](#)
- C. [Waiver of Liability, Assumption of Risk, and Indemnification](#)
- D. [I-CHAT and Consent](#)
- E. [Pre-Injury Waivers Signed by Parents](#)

[Membership Development](#)

Membership Appendices:

- A. [Membership Plan](#)
- B. [JCI USA Guide to Growth](#)
- C. [JCI USA Guide to Recruitment](#)
- D. [Membership Nights](#)
- E. [Passport to Civic Leadership](#)
- F. [JCI USA Passport to Civic Leadership Info](#)
- G. [Passport Resources](#)
- H. [Member Survey](#)
- I. [Member and Community Surveys](#)
- J. [Under 20 Letter](#)
- K. [Starting a Chapter](#)

[Programming & Recognition](#)

Programming Appendices:

- [Civic Leadership Certification](#)
- Single Project Entry
 - [SPE Written Submission Form](#)
 - [SPE Written Judging Form](#)

- [SPE Presentation Judging Form](#)
- Year End Awards
 - [Peacock](#)
 - [Stark](#)
 - [Lichwala](#)
 - [Governors Cup](#)
- [Chapter Plan Checklist](#)
- [Membership Plan](#)
- [Fundraising Ideas](#)
- [Guide to Successful Events](#)

[Professional Skills Competitions](#)

Competitions Rubrics:

- [Create it!](#)
- [Film-it!](#)
- [SPE Judging Round one](#)
- [SPE Judging Round two](#)
- [SPE Written Resume Submission](#)
- [SU Impromptu Speak-up](#)
- [SU Master Speak-up](#)
- [SU Prepared Speak-up](#)
- [WU Impromptu Write-up](#)
- [WU Prepared Write-up](#)

[Resource Guide for Additional Chapter Support](#)

Active Citizen Framework Folder

- [Active Citizens Framework Infographic](#)
- [Unite All Sectors of Society Local Action Guide 2016](#)

Board Roles Folder

- [Chapter President](#)
- [Vice Presidents](#)
- [Secretary](#)
- [Treasurer](#)
- [Directors](#)
- [Chapter Officers' Guide - USJC](#)

Conduct of Meetings Folder

- [JCI Parliamentary Procedures 2013](#)
- [JCI RobertsRulesMotionsChart](#)
- [Roberts_Rules_Cheat_Sheet](#)
- [Roberts-Rules-Of-Order-for-dummies-Cheat-Sheet](#)
- [Roberts-Rules-of-Order-Toolkit-Refreshed](#)

JCI USA & JCI

- [2017 JCI Corporate Identity Guidelines](#)
- [2025 JCI USA Chapter Plan of Action Guidebook](#)
- [Glue UP Guide 2022](#)
- [GlueUp Database resources 2022](#)
- [How to Build a Sustainable JCI Local Organization Guide 2016](#)
- [JCI One Year to Lead](#)

- [Jumpstart your Chapter](#)
- [Log in Guide](#)

New Member Orientation Folder

- [2019 Lansing Guide to Membership](#)
- [2025 Accountability Chart](#)
- [Creating Local and Global Impact](#)
- [It's all Greek to Me!](#)
- [JCI Acronym Soup](#)
- [JCI Exec Branches Flow Chart 2024](#)
- [JCI USA Junior Jaycee Programming - 2017](#)
- [New Member Orientation 2018 PPT](#)
- [Project Management Guide - Blank Template \(PDF\)](#)

Partnerships Folder

- [Establishing Partnerships Local Action Guide 2016](#)
- [Sponsorship Packet JCI MI 2024](#)
- [Michigan Jaycees Foundation Grant Application](#)
- [USA Jaycees Foundation Grant Guidelines](#)
- [USA Jaycees Foundation Grant Application](#)

Project Ideas Folder

- [Community Project Ideas](#)
- [Fundraising Project Ideas](#)
- [Individual Development Project Ideas](#)
- [Management Development Project Ideas](#)
- [Professional Development Project Ideas](#)

Recruitment/Marketing

- [10 things to know about JCI External \(for non members\) \(PPT\)](#)
- [10 things to know about JCI Internal\(for members\) \(PPT\)](#)
- [How to Create an elevator pitch](#)
- [How to Create a prospect list](#)
- [Information Booths and Effective Marketing](#)
- [Prospect Building by Profession](#)

Templates

- [2024 JCI MI Chapter Plan Template](#)
- [Board Meeting Agenda Template](#)
- [Press Release Template for National Recognition](#)
- [Expense Reimbursement Request](#)
- [General Member Meeting Agenda Template](#)
- [JCI MI Letterhead](#)
- [JCI Michigan Meeting Template](#)
- [Membership Plan Template](#)