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Steps to Establish a Campus Court

If interested in starting a Campus Court, the first step would be to secure approval from the Campus Minister, Pastoral Life Director, or Advisor who will respond to the request to establish a Catholic Daughter Court.

The interested party would call, write, or email the National Office at 10 West 71st Street, New York, NY 10023, 212-877-3041 or CdofANatl@aol.com. The National Office will contact the National Chairman and State Regent and will send an informational packet to the inquirer. The State Regent will appoint a State Officer or State Representative to meet with the Campus Minister and several interested students.

Following this first meeting, the students are asked to survey fellow students to determine if there is enough interest in forming a Campus Court and to distribute informational brochures. A minimum of fifteen (15) students will be necessary for the formation of a court. Interested students will fill out an application form. (See Attachment 1 – Campus Court Membership Application)

A State Officer/Representative will schedule an organizational meeting to address the needs and vision of the group. During this same organizational meeting, leadership interest will be sought for the Court by reviewing the duties and responsibilities of the Court Officers. A meeting date, time, and place for the institution of the court will be established. Three possible names for the court will be submitted to the National Office who will choose the official name and assign a number to the court.

The State Officer/Representative will inform the National Regent, National Chairman, National Office, and State Regent of the dates for institution. Teams will be assigned by the State Regent to assist in the institution of the court as well as a local court to host the reception following the institution of the court.

What Is A Campus Court?

Campus Courts are most often established through the Campus Ministry of the college. Each college establishes a program within the scope of the Catholic Daughters of the Americas' objectives that best meets the needs of the Catholic students on campus.

Who is Eligible to Join?

Any Catholic woman who is a student in an undergraduate or graduate program attending a college or university, 18 years of age or older, who loves and supports the Catholic Church, is invited to join.

What is the Catholic Daughters of the Americas?

Catholic Daughters of the Americas is a national Catholic organization for women who love their church and want to share their gifts and talents with God's people.

Located in forty-five states

Dedicated to our patroness, the Blessed Mother

Motto: Unity and Charity

Colors: Gold, White and Purple

CDA Emblem: The Cross and Crown

National Office Responsibilities

A Campus Court information packet will be sent upon request from the National Office
It will contain the following:

Letter to the University

CDA Brochure—"Your Are Invited to Join"

Circle of Love Program

Our service and charity projects

Chaplain Guidelines

Notify the National Representative and State Regent of the name and number assigned to the court.

Verify the time, date, and location of the institution of the court.

Issue a dues bill twice a year per court.

Mail national communications to the Court Regent and adult advisor.

Send copies of **SHARE**, our organization's national magazine, to the adult advisor.

Upon graduation, the members will be given the name and address of the State Regent of the State to which they will be moving in hopes that they will continue membership in the Catholic Daughters of the Americas.

State Court Responsibilities

A Charter application fee will be paid by the State Court.

A District Deputy or State Representative will send invitations to the institution of the court to the National Regent, National Chairman, State Officers, and Local Courts.

Assign a District Deputy or State Representative to be responsible for the preparation of all details including the reception for the institution of the court.

May issue a dues bill twice a year per court.

Assign a District Deputy/ State Representative to oversee and supervise the needs of the new court. She will be available to assist and answer any questions or concerns that may arise.

Reporting Forms

Campus Court Reporting Forms are mailed once each semester to the Campus Advisor from the National Chairman. (See Attachment 2 – Campus Court Report) This enables the National Chairman and the National Office to stay current with court activities and service to the community. This will also provide the National Office with a current roster.

Campus Courts are the future of Catholic Daughters of the Americas. It is our hope that when the women leave their college life, they will continue their membership in another court. This may be your court. Please make them feel welcomed. If there is not a court in the area they are moving into, we look forward to helping them establish a court in that area.

NOTE: Applications must be filled out in ink or typed.
COMPLETE ALL BLANKS
Please read over carefully

Sec. 6 Attachment 1
Campus Court Application

CATHOLIC DAUGHTERS OF THE AMERICAS

APPLICATION FOR
CAMPUS COURT
MEMBERSHIP

Print or Type:

(Miss)
I, (Mrs.) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

Hereby apply for membership in the CATHOLIC DAUGHTERS OF THE AMERICA through

Court _____ No. _____ City _____ County _____ State _____

and do declare and say:

1. I am a member of _____ Catholic Church.
located at _____
2. I will abide by the Bylaws, Rules and Regulations of the Order.
3. I am over eighteen (18) years of age.

Applicant's Legal Signature _____

Date of Application _____

PLEASE NOTE:

Original copy to be sent to the National Office
A copy is to be sent to the State
Keep a copy for your records

(name)

Date of Pledge _____

COURT _____ *NO.* _____

CITY _____ *STATE* _____

(Signature of Regent)

NOTE: The Financial Secretary within five (5) days after the pledge of the applicant shall forward this form properly filled out to the National Office at 10 West 71st Street, New York, NY 10023

THIS FORM CANNOT BE DUPLICATED – ONLY ORIGINALS WILL BE ACCEPTED

Order #106cc (Rev. 2002)

**Catholic Daughters of The Americas
Campus Court Report**

Date _____

Court Name _____ Court Number _____

Name of College _____ City/State _____

Regent's Name _____

Address _____

City/State/Zip Code _____

Email Address _____

Court Advisor's Name _____

Court Advisor's Address _____

District Deputy's Name _____

Please answer these questions as completely as possible. This information will help to develop a line of communication to the National Chairman and National Board as well as other Campus Courts.

District Deputy or Advisor: Return this form no later than _____ to:

*** * Membership * ***

1. Present number of members: _____
 2. Have you had any new members in the past year? _____ How Many? _____
 3. When was your last New Member Reception held? (Date) _____
 4. Was the reception at a Mass or Court Room reception? _____
 5. Have you forwarded New Member applications to the National Office for each member of your court? _____ Please send a copy of these applications to the National Officer noted above.
 6. Do you have membership applications available? _____
 7. How do you recruit new members? _____
- _____

**** Officers' Information ****

(Please list officers' and members' information on the Membership Roster on Page .)

Chaplain's Name _____

Address _____

City/State/Zip Code _____

Email Address _____

Do you have new officers? _____ Have you sent their names and addresses to the National Office? _____
If not, please do so each time you change officers and also send a copy to the State Regent and to address on page one.

**** Meetings ****

1. When do you hold your meetings? _____
2. Approximate number of members attending _____
3. Is the advisor or chaplain present? _____
4. Where do you hold your meetings? _____
5. Have you had any speakers? _____ What Topics? _____

**** Social Outreach and Charity ****

1. How does your court participate in the Circle of Love Program? _____

2. How does your court participate in religious activities as a group? _____

3. What charities does the court support with time or monetary contributions? _____

4. Have you worked together with any other groups on campus? _____

5. What are some of the highlights of the court during the past year? _____

* * Finances * *

Financial Reviews are to be sent to the National Chairman.

- Are the Financial Reviews of your books held at least once a year? _____
 - Is this information forwarded to the state and national co-chairman? _____
 - Do you collect dues? _____ How Much? _____ How Often? _____
 - Do you pay state dues? _____ What amount? _____
 - Does the court do any fundraising? ____ Please share your ideas with us. _____
- _____
- _____

* * Senior Court or State Activities * *

1. Do you receive communication from the senior courts or your state court informing you of state activities and projects? _____ Do you receive the State Newsletter? _____
2. Do you communicate with the District Deputy, advisor, or State Regent by sharing your news and activities? _____
3. Is the court able to participate in the state workshops or conventions? _____

* * Graduating Seniors * *

1. Are there any members who are graduating this year? _____ How Many? _____
2. Please provide us with the names and states to which they are going to on the back of this page.



This is to inform the State Regent of that state to send out a welcome.

Please share with us any other good news from your court and/or of its members on back of page.
Send pictures if they are available.



Thank you for your help in completing this report.

Court Regent

District Deputy / Advisor

Date

Date

Campus Court Membership Roster

Court Name _____ # _____

Campus Name _____ City/State _____

Print - Name	Campus Address	ZIP	Email	Status Fr/So/Jr/Sr/ Post Grad	Proj. Grad.Date

