

Club Visitation Form

Club Number: _____ **Club Name:** _____
City: _____ **Date of Visit:** _____

I. DISTINGUISHED CLUB PROGRAM / MEMBERSHIP

Goal 1: Two CCs Which two members will achieve (or have achieved) CCs this year and when?

Name: _____ Date: _____

Name: _____ Date: _____

Goal 2: Two more CCs Which two addit'l members will achieve (or have achieved) CCs this year and when?

Name: _____ Date: _____

Name: _____ Date: _____

Goal 3: One AC Which member will achieve (or has achieved) an AC this year and when?

Name: _____ Date: _____

Goal 4: One additional AC Which member will achieve (or has achieved) an addit'l AC this year and when?

Name: _____ Date: _____

Goal 5: CL, ALB, ALS or DTM Which member will achieve (or has achieved) one of these leadership awards this year and when?

Name: _____ Date: _____

Goal 6: One additional CL, ALB, ALS or DTM Which member will achieve (or has achieved) one of these leadership awards this year and when?

Name: _____ Date: _____

Goal 7: Four new members

Has the club achieved this goal? Yes / No

If "No," when will the club achieve this goal? _____

Goal 8: Four more new members

Has the club achieved this goal? Yes / No

If "No," when will the club achieve this goal? _____

Does the club have an active membership-building program? Yes / No

Goal 9: Minimum four officers trained June--August and December--February

How many club officers attended training in: June--August? _____ December--February? _____

Has the club achieved this goal? Yes / No

If "No," describe efforts club will make to ensure officers are trained at next opportunity:

Goal 10: Dues Renewals/Officers List

One membership renewal report (submitted by either October 1 or April 1) and one club officer list (submitted by either June 30 or December 31) Yes / No

If "No," and the club will achieve this goal, enter date(s): _____

Does the club have 20 or more members? Yes / No

If not: is the club working towards the DCP requirement of a net gain of 5 members or membership of at least 20 members by June 30? Yes / No

If "No," describe what changes the club will be making to achieve this requirement:

List any members who will be achieving additional educational awards this year and the completion dates:

Name(s): _____

II. EDUCATIONAL PROGRAM
EXCELLENCE /STANDARDS

Each year the club should conduct one or more of the following modules from The Successful Club Series.

This year, the club will conduct:

- | | |
|-------------------------------------|-------------|
| ___ Moments of Truth | Date: _____ |
| ___ Evaluate to Motivate | Date: _____ |
| ___ Finding New Members | Date: _____ |
| ___ Mentoring | Date: _____ |
| ___ How to be a Distinguished Club? | Date: _____ |
| ___ Closing the Sale | Date: _____ |

Are all speeches from the basic and/or advanced C&L manuals? Yes/No

If "No," please explain:

Do all speakers receive verbal and written evaluations? Yes/No

If "No," please explain:

III. CLUB EXCELLENCE STANDARDS MEETING QUALITY

The meeting: - was well organized Yes/No

- was productive Yes/No

- was run on time Yes/No

- had effective/supportive evaluations Yes/No

- had printed meeting agendas Yes/No

Guests were: - welcomed Yes/No

- informed about the meeting/club/Toastmasters Yes/No

- asked to return or join? Yes/No

- asked for comments Yes/No

RECOGNITION

The club:

- uses the Distinguished Club Program for planning/recognition Yes/No

- presents its Distinguished Club Program Plan to members Yes/No

- immediately submits educational award applications to WHQ Yes/No

- quickly recognizes member achievement Yes/No

- displays Member Progress Chart Yes/No

NEW MEMBERS

The club:

- orients new members within two weeks Yes/No

- immediately assigns mentors to new members Yes/No

- votes in and formally inducts new members

(including presenting member pin/basic manual)

Yes/No

CLUB OFFICERS/ADMINISTRATION

Club officers:- understand roles/responsibilities

Yes/No

- submit membership applications promptly

Yes/No

- meet at least monthly

Yes - Or _____

- discuss DCP Progress at executive committee meetings

Yes/No

IV. AREA GOVERNOR COMMENTS

List members interested in future leadership roles within the district:

Name / contact information: _____

Name / contact information: _____

Club strengths:

Areas needing attention:

What can the district and I do to support the club?

Recommendations for action:

Submitted by Area Governor: _____

Signature of Club President: _____