



Memo of Club Visit

March 2010

Assistant Governors: Complete this form *after* your final visit to the club and submit to the district governor **by 15 May**.

District Governors: Add your feedback to the form and submit to your Club and District Support representative **by 1 June**.
File a copy of this report in your district records.

Rotary Club of _____

District _____

Assistant governor's name _____

Assistant governor made _____ visits to this club in the past year.
(total number)

Please mark the appropriate boxes. If you answer no to any of questions 1-20, use comments to explain the circumstances.

Membership

- 1. Did the club achieve a net growth in membership? Yes No
- 2. Did the club implement a membership recruitment plan? Yes No
- 3. Did the club conduct orientation programs for new members? Yes No
- 4. Did the club achieve its membership goals for the year? Yes No

Comments:

Service Projects

- 5. Is the club engaged in community service activities? Yes No
- 6. Is the club engaged in international service activities? Yes No
- 7. Did the club achieve its service goals for the year? Yes No

The Rotary Foundation

- 8. Did the club participate in Rotary Foundation programs this year? Yes No
- 9. Did the club achieve its goals for Rotary Foundation contributions? Yes No

Comments:

Development of Future Leaders

- 10. Did the club president-elect attend PETS? Yes No
- 11. How many club leaders attended the district assembly? _____
- 12. How many club members attended the district conference? _____
- 13. How many club members attended the district leadership seminar? _____

Public Relations

- 14. Did the club achieve its public relations goals for the year? Yes No

Criteria for a Functioning Rotary Club

Did this club ...

- | | | |
|---|------------------------------|-----------------------------|
| 15. pay its per capita dues to RI? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. pay its membership and district dues without outside assistance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. meet regularly? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. ensure that its members subscribed to a Rotary World Magazine Press magazine? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. implement service projects for local and/or international communities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. receive the visit of the governor, assistant governor, and any other RI officer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. maintain general liability insurance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22. act in a manner consistent with the RI constitution, bylaws, and Rotary Code of Policies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23. provide accurate membership lists on a timely basis? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24. resolve disputes in an amicable manner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25. maintain cooperative relations with the district? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26. cooperate with RI by not initiating or maintaining litigation against Rotary International, The Rotary Foundation, associate foundations, and the international offices of the Secretariat? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

27. How were your visits received by the club?

- I was very welcome.** — The club proactively contacted me in advance to present issues it wished to discuss.
- I was welcome.** — The club greeted me warmly and was adequately prepared to discuss its progress.
- My visit was treated as an administrative obligation.** — The club made minimal preparations and was not interested in “outside” suggestions.
- I was not welcome.** — *Please explain on separate enclosure.*
- The club refused to accept my visit.** — *Please explain on separate enclosure.*

28. What is your overall rating of the club?

- Excellent** — The members of this club are informed and engaged in full support of the four elements of an effective club because they are able to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and communities in other countries; support The Rotary Foundation through both program participation and financial contributions; and develop leaders capable of serving in Rotary beyond the club level.
- Good** — The members of this club appeared to be informed and engaged but could increase its effectiveness by focusing on _____.
- Adequate** — The club functions, but needs significant improvement.
- Poor** — This club is in need of assistance.
- Nonfunctioning club** — The club failed to meet the criteria established by the RI Board in its policy for a functioning Rotary club (see questions 15-26 above).

Assistant Governor's Name _____

District Governor's Name _____

Date of official visit: _____

Additional Comments/Explanations: