

DISTRICT	DIVISION	AREA	CLUB NO.	VISIT DATE



AREA GOVERNOR'S CLUB VISIT REPORT

An area governor visit is an important opportunity to assist the club in its efforts to achieve the club mission and to become a Distinguished Club. Print a copy of the club's DCP report, as well as the district's educational achievements and discuss the club's Success Plan with the club leaders. The DCP report and educational achievements are available online at www.toastmasters.org/members. Complete the following:

► 1. Distinguished Club Program/Membership

Goal 1: Two CCs – Which two members will achieve CCs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 2: Two more CCs – Which two additional members will achieve CCs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 3: One AC – Which member will achieve an AC this year and when? Name _____ Date _____

Goal 4: One additional AC – Which member will achieve an additional AC this year and when? Name _____ Date _____

Goal 5: CL, ALB, ALS or DTM – Which member will achieve one of these leadership awards this year and when? Name _____ Date _____

Goal 6: One additional CL, ALB, ALS or DTM – Which member will achieve 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? Date _____

Goal 8: Four more new members – Has the club achieved this goal? Yes No If no, when will the club achieve this goal? Date _____

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 – Has the club achieved this goal? Yes No If no, and the club will achieve this goal, enter date(s): _____

Does the club have 20 or more members? Yes No

Is the club working toward 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 dates those awards will be achieved: _____

► **2. Club Quality Standards** (check all that apply):

Meeting: well organized productive run on time agendas provided effective evaluations

Did speakers receive verbal and written evaluations? Yes No If no, please explain: _____

Were all speeches from the manuals? Yes No If no, please explain: _____

Has the club recently conducted one or more modules from *The Successful Club Series*? Yes No If no, please explain: _____

Branding: Is the club using current branded collateral including Agenda/general signage Name badges/tent cards/business cards

Marketing flyers/giveaways Banner/lectern Club website/social networking sites Guest/new member packets

Ribbons/awards/certificates Evaluations

Guests: warmly welcomed provided information invited back

Recognition: actively participates in the Distinguished Club Program celebrates member achievement

New Members: orients new members assigns mentors to new members

Club Officers: meet at least monthly actively promote membership growth

► **3. Area Governor Comments**

List members interested in future leadership roles within the district: _____

Club strengths: _____

Areas needing attention: _____

Recommendations for action: _____

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

Area Visit – Submit forms online at www.toastmasters.org/members. For credit in the Distinguished Area Program, submissions must be made by November 30 (for first visit) and May 31 (second visit).