

CLUB NO.	VISIT DATE	AREA	DIVISION	DISTRICT
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AREA DIRECTOR'S CLUB VISIT REPORT

Club visits are opportunities for the district, through the area director, to support clubs and improve club quality. The Area Director's Club Visit Report guides area directors in evaluating club quality during these visits by assessing the club at each of the *Moments of Truth* (Item 290). Area directors identify opportunities for improvement and specify the support that clubs need from the district, helping clubs retain and build membership through positive member experiences. This important contribution on the part of area directors helps clubs earn Distinguished recognition.

FIRST IMPRESSIONS

First impressions are important to club success because guests' positive experiences and observations determine if they return and become members.

In this section, consider the questions as they relate to first impressions.

Describe the atmosphere of the meeting. (Consider meeting set-up, location, friendliness of members, etc.)

	Yes	No		Yes	No
Are guests warmly welcomed?	<input type="checkbox"/>	<input type="checkbox"/>	Are guests invited to address the club?	<input type="checkbox"/>	<input type="checkbox"/>
Are guests given information?	<input type="checkbox"/>	<input type="checkbox"/>	Are guests invited back?	<input type="checkbox"/>	<input type="checkbox"/>
Are guests introduced to club members?	<input type="checkbox"/>	<input type="checkbox"/>			

What current branded material does the club use? (Consider the meeting agenda, signage, guest packets, banner, etc.)

<p>What does the club do well?</p> <div style="border: 1px solid black; height: 60px;"></div>	<p>How can the club improve? Please recommend specific actions.</p> <div style="border: 1px solid black; height: 60px;"></div>	<p>What can the district and I do to help the club improve?</p> <div style="border: 1px solid black; height: 60px;"></div>
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MEMBERSHIP ORIENTATION

In order to offer members the greatest benefit from the Toastmasters experience, the club must acquaint new members with the Toastmasters education and recognition programs and make members aware of their responsibility to the club and the club's responsibility to the member.

In this section, consider the questions as they relate to membership orientation.

How does the club orient new members? (Consider whether the club has a formal induction ceremony, assigns mentors to new members, discusses the education program, assesses the learning needs of new members, etc.)

<p>What does the club do well?</p> <div style="border: 1px solid black; height: 60px;"></div>	<p>How can the club improve? Please recommend specific actions.</p> <div style="border: 1px solid black; height: 60px;"></div>	<p>What can the district and I do to help the club improve?</p> <div style="border: 1px solid black; height: 60px;"></div>
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FELLOWSHIP, VARIETY AND COMMUNICATION

The club retains members by offering a warm, friendly and supportive environment that encourages enjoyable learning.

In this section, consider the questions as they relate to fellowship, variety and communication.

How are meetings made enjoyable? (Consider whether Table Topics™ are creative, how members are supportive of one another, etc.)

How does the club communicate? (Consider whether club members use email to communicate about club topics, if the club website is kept current, etc.)

How does the club use the Toastmasters International website? Do club members use the Logos, Images and Templates resources?

How do club members participate outside of club meetings? (Consider speech contests, district conferences, Speechcraft, etc.)

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the district and I do
to help the club improve?

PROGRAM PLANNING AND MEETING ORGANIZATION

When club meetings are carefully planned, with well-prepared speakers and useful evaluations, members are able to meet their education goals.

In this section, consider the questions as they relate to program planning and meeting organization.

	Yes	No		Yes	No
Is the meeting well-organized?	<input type="checkbox"/>	<input type="checkbox"/>	Has a club member recently conducted a module from <i>The Successful Club Series</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Is the meeting productive?	<input type="checkbox"/>	<input type="checkbox"/>	Are evaluations effective?	<input type="checkbox"/>	<input type="checkbox"/>
Are meetings held at least monthly?	<input type="checkbox"/>	<input type="checkbox"/>	Are evaluations verbal and written?	<input type="checkbox"/>	<input type="checkbox"/>
Are agendas provided?	<input type="checkbox"/>	<input type="checkbox"/>			
Are all speeches from the manuals?	<input type="checkbox"/>	<input type="checkbox"/>			

How are meeting roles assigned and carried out?

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the district and I do
to help the club improve?

MEMBERSHIP STRENGTH

When the club has enough members to provide leadership and fill meeting and committee assignments, the member experience is heightened.

In this section, consider the questions as they relate to membership strength.

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

How does the club promote membership growth? (Consider whether new-member sponsors are recognized, if regular membership-building programs exist, etc.)

What does the club do to retain members?

List members interested in future leadership roles in the district.

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the district and I do
to help the club improve?

ACHIEVEMENT RECOGNITION

The club motivates members to stay active by monitoring members' progress toward goals, submitting completed award applications immediately and consistently recognizing member achievement.

In this section, consider the questions as they relate to achievement recognition.

How are achievements tracked and recognized?

What is the process the club uses to submit award applications?

What does the club do well?

How can the club improve?
Please recommend specific actions.

What can the district and I do
to help the club improve?

Information about the club's progress in the Distinguished Club Program can be found at www.toastmasters.org/distinguishedperformancereports.

Does the club actively participate in the Distinguished Club Program? Yes No How many members does the club have at the time of the visit? _____

DISTINGUISHED CLUB GOAL	What progress has the club made toward this goal?	What can the club do to meet this goal?	Name(s)	Target Date(s)	Has goal been met?
1. Two CC awards					<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Two more CC awards					<input type="checkbox"/> Yes <input type="checkbox"/> No
3. One ACB, ACS or ACG award					<input type="checkbox"/> Yes <input type="checkbox"/> No
4. One more ACB, ACS or ACG award					<input type="checkbox"/> Yes <input type="checkbox"/> No
5. One CL, ALB, ALS or DTM award					<input type="checkbox"/> Yes <input type="checkbox"/> No
6. One more CL, ALB, ALS or DTM award					<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional awards					<input type="checkbox"/> Yes <input type="checkbox"/> No
P1. Four members complete Level 1					<input type="checkbox"/> Yes <input type="checkbox"/> No
P2. Two members complete Level 2					<input type="checkbox"/> Yes <input type="checkbox"/> No
P3. Two more members complete Level 2					<input type="checkbox"/> Yes <input type="checkbox"/> No
P4. Two members complete Level 3					<input type="checkbox"/> Yes <input type="checkbox"/> No
P5. One member completes Level 4					<input type="checkbox"/> Yes <input type="checkbox"/> No
P6. One member completes Level 5					<input type="checkbox"/> Yes <input type="checkbox"/> No
DISTINGUISHED CLUB GOAL	What progress has the club made toward this goal?	What can the club do to meet this goal?	Target Date	Has goal been met?	
7. Four new members				<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Four more new members				<input type="checkbox"/> Yes <input type="checkbox"/> No	
DISTINGUISHED CLUB GOAL	What progress has the club made toward this goal?	What can the club do to meet this goal?	How will club ensure officers are trained at next opportunity?	Has goal been met?	
9. A minimum of four club officers trained during each of the two training periods*				<input type="checkbox"/> Yes <input type="checkbox"/> No	
DISTINGUISHED CLUB GOAL	What progress has the club made toward this goal?	What can the club do to meet this goal?	Target Date	Has goal been met?	
10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list*				<input type="checkbox"/> Yes <input type="checkbox"/> No	

*For important information about Goals 9 and 10, please see the **Distinguished Club Program and Club Success Plan** (Item 1111).

For credit in the Distinguished Area Program, submit this form online at District Central by November 30 (for the first visit) and by May 31 (for the second visit).