



# Memo of Club Visit

**Assistant Governors:** This form should be completed *after* your final visit to the club and submitted to the district governor **by 15 May**.

**District Governors:** Collect the Memos of Club Visit from Assistant Governors (or from your own visits). Once you have received the Memos of Club Visit for each club in the district, they should be submitted via the Club and District Administration Representative at your service center or Rotary International **by 1 June**. *Please remember to keep a copy of these memos for your district records.*

Rotary Club of \_\_\_\_\_ District: \_\_\_\_\_

Name of Assistant Governor: \_\_\_\_\_

Total number of visits made to this club: \_\_\_\_\_

**Please evaluate the club's progress during the course of the past year according to the sections indicated below.**

## Membership

Did the club achieve a net growth in membership?  Yes  No

If yes, why? (Please mark all that apply)

- an effective recruitment plan
- high degree of member satisfaction resulting in retention
- other (please explain)

Did the club implement a membership recruitment plan?  Yes  No

Does the club have an orientation program for new members?  Yes  No

Did the club achieve its membership goals for the year?  Yes  No

How many club members attended the district membership development seminar? \_\_\_\_\_

Comments:

## Service Projects

Is the club engaged in **community** service activities?  Yes  No

Is the club engaged in **international** service activities?  Yes  No

Indicate the type(s) of community and/or international service activities in which the club participated:  
(Please mark all that apply)

### Structured Programs

- World Community Service
- Rotary Recreational and Vocational Fellowships
- Youth Exchange
- Rotary Community Corps
- Sponsored a Rotaract and/or Interact club
- Rotary Volunteers
- Rotary Friendship Exchange
- Club did not participate in service activities
- RYLA

### Service Opportunities

- Children at Risk
- Disabled Persons
- Population Issues
- Urban Concerns
- Preserve Planet Earth
- International Understanding and Goodwill
- Health Care
- Literacy and Numeracy
- Other service activities (please explain)
- Did the club achieve its service goals for the year?  Yes  No

Comments:

## The Rotary Foundation

Indicate the type(s) of Rotary Foundation programs in which the club participated: (Please mark all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Group Study Exchange         | <input type="checkbox"/> Hosting/Sending a Group Study Exchange team                 |
| <input type="checkbox"/> Matching Grants              | <input type="checkbox"/> Hosting/Sending a University Teacher                        |
| <input type="checkbox"/> Helping Grants               | <input type="checkbox"/> Hosting/Sending an Ambassadorial Scholar(s)                 |
| <input type="checkbox"/> New Opportunities Grants     | <input type="checkbox"/> Identified a candidate for a Rotary World Peace Scholarship |
| <input type="checkbox"/> Discovery Grants             | <input type="checkbox"/> PolioPlus/PolioPlus Partners                                |
| <input type="checkbox"/> 3-H Grants                   | <input type="checkbox"/> Club did not participate in Rotary Foundation activities    |
| <input type="checkbox"/> Grants for Rotary Volunteers | <input type="checkbox"/> Other (please explain)                                      |

Did the club achieve its Rotary Foundation program participation goals for the year?  Yes  No

Number of new Paul Harris Fellows: \_\_\_\_\_

Number of new Benefactors: \_\_\_\_\_

What was the club's Annual Programs Fund giving goal for the year? US\$ \_\_\_\_\_

Did the club achieve its Annual Programs Fund giving goal for the year?  Yes  No

Comments:

## Developing Future Leaders

Did the club president-elect attend PETS?  Yes  No

How many club leaders attended the district assembly? \_\_\_\_\_

Which functions were represented by those who attended the district assembly? (Please mark all that apply)

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Membership-related committees | <input type="checkbox"/> Club Administration-related committees |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Service-related committees    | <input type="checkbox"/> Public Relations-related committees    |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Foundation-related committees |   |

How many club members attended the district conference? \_\_\_\_\_

How many club members attended the district leadership seminar? \_\_\_\_\_

Comments:

## Club Administration

Does the club meet regularly?  Yes  No

Does the club maintain general liability insurance?  Yes  No

Does the club have a budget?  Yes  No

Does the club have a bulletin?  Yes  No

Does the club have a Web site?  Yes  No

Does the club publicize its activities within the community?  Yes  No

If yes, what has the club publicized? (Please mark all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Service activities     | <input type="checkbox"/> Invitations to attend meetings as a guest               |
| <input type="checkbox"/> Guest speakers         | <input type="checkbox"/> Visit of GSE team/Scholar/other                         |
| <input type="checkbox"/> Visit of the DG        | <input type="checkbox"/> Awards made by the club and/or received by club members |
| <input type="checkbox"/> Other (please explain) |  |

Comments:

## 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 to make the most of my visits.
- I was welcome** — The club greeted me warmly and was adequately prepared to discuss its progress during my visits.
- My visit was treated as an administrative obligation** — The club made minimal preparations and was not interested in “outside” suggestions.
- Not welcome** — My visits were perceived as a threat to club autonomy.
- The club refused to accept my visit.**

Comments:

## 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.
  - Develop leaders capable of serving in Rotary beyond the club level.
- Good** — The members of this club appeared to be informed and engaged; however, the club could increase its effectiveness by focusing on: (Please mark all that apply)
  - member education/orientation
  - better integration of membership (fewer cliques)
  - more regular change of committee leadership
  - other (please explain)
  - increased service activities
  - increased fellowship activities
- Adequate** — The club functions, but needs significant improvement in the following areas: (Please mark all that apply)
  - member education/orientation
  - better integration of membership (fewer cliques)
  - more regular change of committee leadership
  - other (please explain)
  - increased service activities
  - increased fellowship activities
- Poor** — This club is need of assistance because: (Please mark all that apply)
  - The members of this club are neither informed nor engaged.
  - Club factions and infighting prevent this club from functioning effectively.
  - The club is stagnating due to lack of new members.
  - The club is not involved (or minimally involved) in service activities.
  - Club leaders have not attended district training meetings and are therefore unable to serve the club effectively.
  - The club regularly fails to meet the basic RI and district administrative requirements (semiannual reports, dues, monthly membership reports) on a timely basis.
  - other (please explain)

Comments:

