

Club Effectiveness Worksheet

Y	N	FIRST IMPRESSIONS
		Members warmly greet guests and introduce them.
		Club has meeting room set up and ready to go.
		Members invite guests to join.
		Club has agendas available.
		Club has guest packets available.

Y	N	NEW MEMBER ORIENTATION
		Club votes in new members.
		Club offers new members a mentor or coach.
		Club offers new members meeting roles.
		Club inquires about new member needs/goals.

Y	N	FELLOWSHIP and COMMUNICATION
		Members participate in district events.
		Club Officers regularly distribute club and district news.
		Club plans occasional social events (open houses, contests, parties).

Y	N	PROGRAM PLANNING and MEETING ORGANIZATION
		Meeting agendas are varied, enjoyable, and productive.
		Club publishes agenda in advance.
		Members know their responsibilities.
		Members base all speeches on program manuals.
		Meetings begin and end on time.
		Evaluations are positive and helpful.
		Table Topics are creative.

Y	N	MEMBERSHIP STRENGTH
		Club has 20 or more members.
		Club has low turnover.
		Club regularly promotes itself to its target community.
		Club recognizes members that bring in new members.
		Club regularly conducts membership building activities.

Y	N	RECOGNIZING ACCOMPLISHMENTS
		Club recognizes members for their progress on educational goals.
		Club recognizes members who serve as Club, District, and International leaders.
		Club publicizes member achievements.
		Club uses DCP/Success Plan for recognition and planning.
		Club encourages members to quickly submit their award applications.