



District	Division	Area	Club No.	Visit Date

The Area-Club visit is an important opportunity to assist the Club in its endeavors to provide a supportive, positive learning environment where Toastmasters can develop communication and leadership skills. It is a chance to work together toward achieving Distinguished Club and Distinguished Area goals with the purpose of ensuring that each person receives the full benefits of the Toastmasters Program.

**Please use ball point pen and press down hard!**

Club Name \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_

### I. MEMBERSHIP GROWTH

- Does Club have 20 or more members?  Yes  No
- Current paid membership: \_\_\_\_\_
- Members in attendance: \_\_\_\_\_
- Guests in attendance: \_\_\_\_\_
- Will the Club commit to have:  20 or more members or  net gain of 5 members by June 30?
- Will the Club or a member conduct a Speechcraft?  Yes  No (dates: \_\_\_\_\_)
- What can the District and Club do to help maintain or build the Club to charter strength? \_\_\_\_\_

■ New members since July 1: \_\_\_\_\_

■ Club's new member goal for June 30: \_\_\_\_\_

■ Does the Club have an active membership-building program?  Yes  No

### II. EDUCATIONAL PROGRAM EXCELLENCE/STANDARDS

- Members committed toward achieving: CTM (List names and expected dates of achievement): \_\_\_\_\_
- Members committed toward achieving: ATM (List names and expected dates of achievement): \_\_\_\_\_
- Members committed toward achieving: CL, AL, or DTM (List names and expected dates of achievement): \_\_\_\_\_
- Is the Club committed to have every new member achieve a CTM?  Yes  No
- Is the Club committed to have every member achieve a CL?  Yes  No
- High Performance Leadership Program (dates: \_\_\_\_\_)
- Each year a Club should conduct one of the following modules from the Successful Club Series. This year, will the Club conduct:
  - Moments of Truth (month: \_\_\_\_\_)
  - Evaluate to Motivate (month: \_\_\_\_\_)
  - Finding New Members (month: \_\_\_\_\_)
  - Mentoring (month: \_\_\_\_\_)
- Are all speeches from the basic and/or advanced C & L Manuals?  Yes  No If not, please explain: \_\_\_\_\_

### III. CLUB EXCELLENCE STANDARDS

#### MEETING

- Meeting quality:  well organized  productive  run on time  effective evaluations
- Were guests:  welcomed?  informed about the meeting?  informed about the Club?  informed about Toastmasters?  asked to return or join?

#### RECOGNITION

- Does the Club:  use the Distinguished Club Program for planning/recognition?  have its leaders/members committed to achieving Distinguished Club recognition?  immediately submit educational award applications to WHQ?  quickly recognize/publicize member achievement?  display/maintain Member Progress Chart?

#### NEW MEMBERS

- Does the Club:  orient new members within 2 weeks?  assign mentor immediately when member joins?  vote in and formally induct new members (including presenting member pin/basic manual)?  explain programs/recognition system?  involve new members in the first meeting after joining?

#### CLUB OFFICERS/ADMINISTRATION

- Club Officers:  attended District Club Officer training?  committed to attend next Club Officer training?  understand roles/responsibilities?  submit semiannual dues by Oct. 10/April 10?  submit new member applications promptly?  submit Club Officer list(s) on time?
- Comments: \_\_\_\_\_

### IV. TOWARD THE FUTURE

- Club's strengths: \_\_\_\_\_
- Areas needing attention: \_\_\_\_\_
- What can the District and I do to support the Club? \_\_\_\_\_
- Recommendation for action: \_\_\_\_\_
- List names of members who are interested in future leadership roles within the District: \_\_\_\_\_

**DEADLINES: 1st Visit** – Area Governor must mail this form to District Governor by October 31. District Governor forwards copy to World Headquarters. Must be postmarked by November 30 and received at WHQ by December 10 for credit in the Distinguished Area Program.

**2nd Visit** – Area Governor mails this form to District Governor by April 30. District Governor forwards copy to WHQ. Must be postmarked by May 31 and received at WHQ by June 10 for credit in the Distinguished Area Program.

\_\_\_\_\_  
SIGNATURE OF AREA GOVERNOR

\_\_\_\_\_  
SIGNATURE OF DISTRICT GOVERNOR

\_\_\_\_\_  
SIGNATURE OF CLUB PRESIDENT