



# Form J: Memo of Club Visit

**Assistant Governors:** Complete this form *after* your final visit to the club and submit to the district governor **by 15 May.**

**District Governors:** Add your feedback to the form and submit to your club and district administration representative **by 1 June.** *File a copy of this report in your district records.*

Rotary Club of \_\_\_\_\_

District \_\_\_\_\_

Assistant governor name \_\_\_\_\_

Assistant governor made \_\_\_\_\_ visits to this club in the past year.  
(total number)

**Please mark the appropriate boxes. If you answer no to any of questions 1-19, attach a separate page explaining the circumstances.**

## Membership

- 1. Did the club achieve a net growth in membership?  Yes  No
- 2. Did the club implement a membership recruitment plan?  Yes  No
- 3. Did the club conduct orientation programs for new members?  Yes  No
- 4. Did the club achieve its membership goals for the year?  Yes  No

Comments:

## Service Projects

- 5. Is the club engaged in community service activities?  Yes  No
- 6. Is the club engaged in international service activities?  Yes  No
- 7. Did the club achieve its service goals for the year?  Yes  No

## The Rotary Foundation

- 8. Did the club participate in Rotary Foundation programs this year?  Yes  No
- 9. Did the club achieve its goals for Rotary Foundation contributions?  Yes  No

Comments:

## Development of Future Leaders

- 10. Did the club president-elect attend PETS?  Yes  No
- 11. How many club leaders attended the district assembly? \_\_\_\_\_
- 12. How many club members attended the district conference? \_\_\_\_\_
- 13. How many club members attended the district leadership seminar? \_\_\_\_\_

## Criteria for a Functioning Rotary Club

14. Did the club pay its per capita dues to RI?  Yes  No
15. Did the club meet regularly?  Yes  No
16. Did the club ensure that its members subscribed to a Rotary World Magazine Press magazine?  Yes  No
17. Did the club implement service projects for local and/or international communities?  Yes  No
18. Did the club receive the visit of the governor, assistant governor, and any other RI officer?  Yes  No
19. Does the club maintain general liability insurance?  Yes  No

## 20. 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.
- I was welcome.** — The club greeted me warmly and was adequately prepared to discuss its progress.
- My visit was treated as an administrative obligation.** — The club made minimal preparations and was not interested in “outside” suggestions.
- I was not welcome.** — *Please explain on separate enclosure.*
- The club refused to accept my visit.** — *Please explain on separate enclosure.*

## 21. 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; and 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 (mark all that apply):
- |   |  |
|---|--|
| <input type="checkbox"/> Member education/orientation                     | <input type="checkbox"/> Increased fellowship activities                   |
| <input type="checkbox"/> Increased service activities                     | <input type="checkbox"/> More regular change of committee leadership       |
| <input type="checkbox"/> Better integration of membership (fewer cliques) | <input type="checkbox"/> Other (please attach a separate sheet to explain) |
- Adequate** — The club functions, but needs significant improvement in the following areas (mark all that apply):
- |   |  |
|---|--|
| <input type="checkbox"/> Member education/orientation                     | <input type="checkbox"/> Increased fellowship activities                   |
| <input type="checkbox"/> Increased service activities                     | <input type="checkbox"/> More regular change of committee leadership       |
| <input type="checkbox"/> Better integration of membership (fewer cliques) | <input type="checkbox"/> Other (please attach a separate sheet to explain) |
- Poor** — This club is in need of assistance because (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.
- Nonfunctioning club** — The club failed to meet the criteria established by the RI Board in its policy for a functioning Rotary club (see questions 14-19 above).

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Assistant Governor's Name

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District Governor's Name