

Campus Civitan

Club Self Analysis

Purpose: The purpose of this self-analysis is to give organizations (club members and officers) the opportunity to evaluate their club. In addition, it points out those areas of club operation and function that are essential to a successful organization. It will also tend to show those areas in which the members need more education.

Method: Set aside a whole club meeting and have the members fill out the questionnaire. This will enable them to ask questions and to ensure that it will be completed and returned. After the answers have been tabulated, set aside another meeting in order to discuss the results with the members.

Instructions: Answer each question to the best of your ability. You are not required to sign your name.

Name of Club: _____ Date: _____

Are you presently a club officer or member of the board of directors? Yes No

1. Club Constitution and Bylaws

- A. Does your club have an updated constitution and bylaws? Yes No
- B. Have you ever seen a copy of them? Yes No
- C. Are you familiar with their provisions? Yes No
- D. Do you have suggestions for changes? _____

2. Club goals (Does your club have established goals in the following areas?):

- A. Membership..... Yes No
- B. Projects/Events..... Yes No
- C. Fundraising and Finance..... Yes No
- D. Club Awards..... Yes No
- E. New Club Building..... Yes No
- F. Other (describe): _____

3. Committee (This includes a "committee" with just a chair):

- A. What committees does the club have?
 - 1. Membership Services Yes No
 - 2. Service Projects..... Yes No
 - 3. Club Meeting Programs Yes No
 - 4. Bulletins/Newsletters Yes No
 - 5. Fundraising Yes No
 - 6. Sponsoring Civitan Club Involvement..... Yes No
 - 7. Junior Civitan/Youth projects Yes No
 - 8. Budget and Finance..... Yes No
 - 9. Social..... Yes No
 - 10. Publicity Yes No
 - 11. Information Technology (web page/email lists)..... Yes No
 - 12. Awards Yes No
 - 13. Other (describe): _____
- B. Do you feel these committees are functioning?

4. Club meeting:

- A. Is your club's meeting place conveniently located for the majority of members? Yes No
- B. Is the meeting room isolated from other activities and free of noises and distraction? Yes No
- C. Are you able to display a club banner or sign to advertise your meeting place? Yes No
- D. Are members and guests given name badges? Yes No
- E. Do the meetings start and end on time? Yes No
- F. Does the president have a prepared agenda? Yes No
- G. Does the president run the meeting in an orderly fashion? Yes No
- H. Is there a sergeant-at-arms to set-up the meeting room and keep order during the meetings? Yes No
- I. Are guests introduced? Yes No
- J. Do greeters welcome people at the door? Yes No
- K. Do normal meetings have a good balance between socializing, business and new idea sharing? Yes No
- L. Do you have programs on a regular basis? Yes No
- M. Are those programs generally ever entertaining, informative, current and/or pertinent? Yes No
- N. Do you feel the programs are a selling point to prospective members? Yes No
- O. Do you have Civitan education programs regularly? Yes No
- P. Does your club meet..... Once a Month More than Monthly Less than Monthly
- Q. Approximately what percentage of your club membership attends the meetings? _____%
- R. Do you enjoy attending club meetings? Yes No
- S. Comments _____

5. Club board meetings:

- A. Are board meetings held at least once a month?.....Yes No
- B. Do they start on time? Yes No
- C. Do you have difficulty getting quorum at board meetings? Frequently Sometimes Never
- D. Does the president have a prepared agenda? Yes No
- E. Are committee chairs requested to attend board meetings and give reports? Yes No
- F. Does the board review the financial condition of the club at each meeting? Yes No
- G. Does the board review membership attendance/financial obligations at each meeting?
Yes No
- H. Do club members attend board meetings? Yes No
- I. Does the board discuss and probe into matters before making a decision? Yes No
- J. Comments _____

6. Social:

- A. Does the club have a year-round social program? Yes No
- B. Does your club have socials Monthly Bi-monthly Quarterly Semi-annually Annually Never
- C. Is the social program diversified? Yes No
- D. Are the club social functions well attended in relationship to your club's total membership? Yes No
- E. Do you feel that your club has a good social program? Yes No
- F. Comments _____

7. Budget and Finance:

- A. Does the club have a budget? Yes No
- B. Is it reviewed against expenditures and income each month by the board of directors?..... Yes No
- C. Does the club stay within the overall budget? Yes No
- D. Are there periodic revisions in the budget? Yes No
- E. Does the treasurer have difficulty collecting dues and other obligations of members? Yes No
- F. Is there a substantial number of members delinquent in dues? Yes No
- G. Is your club in sound financial condition? Yes No
- H. Comments _____

8. Bulletin/Newsletter:

- A. Does the club have a bulletin/newsletter? Yes No
- B. How often is it published? Weekly Monthly Other
- C. Is it easy to read? Yes No
- D. Does it include the names of club officers? Yes No
- E. Does it contain club activities? Yes No
- F. Does it contain campus activities? Yes No
- G. Does the editor frequently "editorialize"? Yes No
- H. If so, do you feel this is warranted? Yes No

- I. What is your opinion of the bulletin? Excellent Good Fair Poor
- J. Does it stimulate members interest in the activities of the club? Yes No
- K. Comments: _____

9. Club officers and directors:

- A. Have club officers been trained for their jobs? Yes No
- B. Do you feel the president is doing Excellent Good Fair Poor
- C. In what areas do you feel the president could be doing a better job? De-
scribe: _____
- D. Do you feel the officers/board members' support of the president is Excellent Good Fair Poor
- E. Do you feel that the Faculty Advisor's assistance is Too much Too little Just Right
- F. Do you feel that the club officers know their jobs? Yes No
- G. Do you feel that club officers are doing Excellent Good Fair Poor
- H. Does your club have difficulty getting candidates to run for club offices? Yes No
- I. Does your leadership tend to come through the chairs? Sometimes Yes No
- J. Are the candidates for office aware of the duties and responsibilities of the position? Yes No
- K. Do you have contested elections? Almost always Occasionally Very seldom
- L. Comments: _____

10. Projects and Activities:

- A. Are prospective projects/activities reviewed by a committee and/or the board of directors (or officers) before being presented to the club? Yes No
- B. Does your club have a major continuing project? Yes No
- C. Are your service projects primarily check writing? Yes No
- D. Do your activities involve a substantial amount of member participation? Yes No
- E. Does this participation generally involve the same group of members? Yes No
- F. Do you have difficulty getting members to participate in activities? Yes No
- G. Does your club have a number of small service projects? Yes No
- H. Do you have on-campus projects that draw attention to your club? Yes No
- I. Do you have projects with your sponsoring Civitan club? Yes No
- J. Do you feel that your club is making a significant contribution to its members, campus and the community? Some of them Yes No
- K. Do you feel that your service projects are newsworthy? Yes No
- L. List three service projects that your club engaged in during the previous 12 months:
1. _____
2. _____
3. _____
- M. Are you satisfied with your club's projects? Yes No
- N. Does your club collaborate with other organizations on projects or activities? Yes No
- O. Comments: _____

11. Fund Raising:

- A. Does your club have adequate funds to provide for your regular activities? Yes No
- B. Do you have difficulty in coming up with fund raising projects? Yes No
- C. Do you have difficulty in getting the members to participate in fund raising activities? Yes No
- D. List three of your major fund raising projects:
1. _____
2. _____
3. _____
- E. Does your club approach the Student Government Association for funding? Yes No
- F. Comments: _____

12. Membership and Retention:

- A. What is your current club membership? _____
- B. Do you feel that this is the size that the club should be? Yes No
- C. If not, what size do you think it should be? _____
- D. Has your club had a net gain or loss in membership in the last year? Gain Loss
- E. When was the last time your club had a formal membership drive? _____
- F. What type was it? _____
- G. Was the membership drive successful? Yes No

- H. How many new members were brought in? _____
- I. Are your club members really interested in bringing new members? Yes No
- J. Does the club have an orientation program for new members? Yes No
- K. Were you given an orientation to the club when you joined? Yes No
- L. Are new members immediately involved in the activities of the club Sometimes Yes No
- M. Are new members encouraged to attend board meetings? Yes No
- N. Is your club using the V.I.P. Awards Programs with new members? Yes No
- O. If so, has it proven successful? Yes No
- P. Does the club follow-up on absentees? Yes No
- Q. If so, how is the follow-up accomplished? Telephone Personal Contact Letter
Other (describe): _____
- R. Does your club use every means of distributing information to members?
..... Newsletter Webpage Email List Calling Teams
Other (describe): _____
- S. Comments: _____

13. Publicity:

- A. Does your club use traditional forms of on-campus publicity?
Flyers Banners Table Tents in Dining Halls Sidewalk Chalk Newspaper
TV/Radio Bookmarks Brochures Displays Campus Mailings
- B. Does your club have T-shirts? Yes No
- C. Does your club have a Webpage? Yes No
- D. Do your club members wear their Civitan pins daily? Yes No
- E. Does your club make use of off-campus publicity? Yes No

14. Fellowship:

- A. Do you feel that your club is a friendly group? Sometimes Yes No
- B. Are new members made to feel a part of the club? Yes No
- C. Does your club have cliques? Yes No
- D. If so, do you feel that they have.....Helped the club Harmed the club Made no difference
- E. Does the club participate in inter-club activities? Yes No
- F. Comments: _____

15. District and International:

- A. Do members attend Civitan District Meetings? Yes No
- B. Do members ever assist the Campus Civitan District Chairperson? Yes No
- C. Do members attend the Annual Campus Civitan Conference? Yes No
- D. Does your club hold a "Barnyard Dinner"? (The Campus Civitan International Project) Yes No

16. What do you consider to be your club's basic problem(s)?

17. How would you solve these problems?

18. What do you consider to be your club's greatest selling points?

19. What changes or improvements (if any) would you make in your club?
