



# New Club Development Team Initial Follow-up Report

Name of new club: \_\_\_\_\_ Club Number: \_\_\_\_\_

Development Team Members: \_\_\_\_\_

## Attendance

Meeting place: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

The new club has had \_\_\_\_\_ meetings and \_\_\_\_\_ board meetings since charter.

At least one team member attended \_\_\_\_\_ meetings and \_\_\_\_\_ board meetings.

Did the board meeting include discussion and plans for the following:

Dues structure:  Yes  No Growth plan:  Yes  No Honor Club plan:  Yes  No Planned fellowship:  Yes  No

## Membership/Growth

Has the club added any new members since charter?  Yes  No How many? \_\_\_\_\_

Do the Secretary and/or Treasurer understand process for reporting additions and deletions?  Yes  No

## Finances

How much are quarterly dues? \_\_\_\_\_ Does the dues include a meal?  Yes  No

Does treasurer have dues billing set up?  Yes  No How many charter members are attending regularly/paying dues? \_\_\_\_\_

Does the club have a bank account?  Yes  No Has the bank been notified of the club's EIN number?  Yes  No

Has the club filed papers for incorporation?  Yes  No (Once granted, please send a copy of incorporation papers to International.)

## Meetings/Administration

Has club held initiation ceremony for members who did not attend charter ceremony?  Yes  No

Have the club officers been trained? President  Yes  No P-E  Yes  No Secretary  Yes  No Treasurer  Yes  No

Has the club sent a copy of the club's Constitution and By-Laws to headquarters?  Yes  No

Has the club sent a copy of the club's budget to headquarters?  Yes  No

Are the officers promoting the VIP program?  Yes  No

Does the club have a newsletter?  Yes  No How often is it published? \_\_\_\_\_ Please attach a copy.

Has a club roster been given to each member?  Yes  No

Does the club have a telephone committee to call each member to remind him or her about each meeting?  Yes  No

## Projects/Fellowship

What is club's first service/community action project? \_\_\_\_\_

What is club's first fund-raising project? \_\_\_\_\_

What is club's first planned fellowship? \_\_\_\_\_

Additional suggestions or comments: \_\_\_\_\_

Civitan International reserves the right to withhold incentives for the New Club Development Team/Sponsoring Club starting with clubs built in 2001-02 year

◆ If the club is not at charter strength or better one year after charter.

◆ If the team has not filed the initial follow-up report within 45 days of charter and the quarterly visitation reports during each quarter after charter for the first year.

Date report due: \_\_\_\_\_

Please return to:

**Growth Department  
Civitan International  
P. O. Box 130744**

**Birmingham, AL 35231-0744**

**Fax: (205) 592-6307**

**E-mail: [growth@civitan.org](mailto:growth@civitan.org)**