

New Club Development Team Visitation Report



Complete this form as a team.

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.

Name of new club: _____ Club Number: _____

Development Team Members: _____

Attendance/ Comments

Date(s) of club meeting(s) a team member attended since last report: _____

Average number of members in attendance at club meetings this quarter: less than 10 11-15 16-20 21-30 over 30

Date(s) of board meeting(s) a team member attended since last report: _____

Average number in attendance: _____. Did the board meeting(s) include discussion and plans for the following?

Growth plan: Yes No Honor Club plan: Yes No Projects Yes No Planned fellowship: Yes No

List the two most important things the development team has done to assist the club this quarter:

1. _____

2. _____

Membership/Growth

Since charter ceremonies or in this fiscal year: Number of adds _____ Number of deletes _____

Is the club current in: Filing addition and deletion forms? Yes No Sending address changes to headquarters? Yes No

Date of next Membership Recruitment Meeting: _____. Number of Recruitment Meetings held since charter: _____

Do the members appear to be enthusiastic about Civitan, its privileges and obligations? Yes No

Finances

Is treasurer collecting dues? Yes No How many charter members are regularly paying dues? _____

Please ascertain club's financial condition and report here. _____

Meetings/Administration

Club attendance: Excellent Good Fair Poor Were name badges used at each meeting? Yes No

Was banner or emblem displayed? Yes No Does the president have a printed agenda for each meeting? Yes No

What programs or speakers has the club had at its meetings? _____

Has the club ordered new member kits this quarter? Yes No Number ordered _____

Is the club still sending out a newsletter? Yes No Please attach the most recent copy.

Were club officers cooperative? Yes No If not, please explain in detail. _____

What other material do you feel would be helpful to the club that International might furnish? _____

Projects/Fellowship

What was club's last service project and date? _____

What was club's last fund-raising project and date? _____

What was club's last community action project and date? _____

What was club's last planned fellowship and date? _____

Please return to: **Growth Department**
Civitan International
P. O. Box 130744
Birmingham, AL 35213-0744

Fax: (205) 592-6307

E-mail: growth@civitan.org

DATES FORM DUE

December 31
 March 31
 June 30
 September 30

For Quarter

1st
 2nd
 3rd
 4th

Signature _____

Find this form on the Internet at <http://www.civitan.org/developmentteamvisitationreport.pdf>