



TOASTMASTERS INTERNATIONAL®

Area Report of Club Visit Form

DISTRICT	DIVISION	AREA	CLUB NO.	VISIT DATE
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An area governor visit is an important opportunity to help the club in its efforts to achieve the club mission and to provide a supportive environment where Toastmasters can learn communication and leadership skills. It is a chance to work together toward achieving Distinguished Club Program goals so that each member receives the full benefits of the Toastmasters program.

Print a copy of the club's DCP report and discuss the club's Success Plan with club leaders. Also, print a copy of the district's educational achievements to determine if club members have achieved an educational or leadership award. The DCP report and educational achievements are available online at www.toastmasters.org. Complete the following:

► I. Distinguished Club Program/Membership

Goal 1: Two CTMs – Which two members will achieve CTMs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 2: Two more CTMs – Which two additional members will achieve CTMs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 3: One ATM – Which member will achieve an ATM this year and when? Name _____ Date _____

Goal 4: One additional ATM – Which member will achieve an additional ATM this year and when? Name _____ Date _____

Goal 5: CL, AL or DTM – Which member will achieve one of these leadership awards this year and when? Name _____ Date _____

Goal 6: One additional CL, AL or DTM – Which member will achieve one of these leadership awards this year and when?

Name _____ Date _____

Goal 7: Four new members – Has the club achieved this goal? Yes No If "No," when will the club achieve this goal? Date _____

Goal 8: Four more new members – Has the club achieved this goal? Yes No If "No," when will the club achieve this goal? Date _____

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

Goal 9: Minimum four officers trained June–August and December–February.

How many club officers attended training in: June–August? _____ December–February? _____

Has the club achieved this goal? Yes No If "No," describe efforts club will make to ensure officers are trained at next opportunity: _____

Goal 10: Dues Renewals/Officers List – Has the club achieved this goal? Yes No If "No" and the club will achieve this goal, enter date(s): _____

Does the club have 20 or more members? Yes No

Is the club working toward the DCP requirement of a net gain of 5 members or membership of at least 20 members by June 30? Yes No

If no, describe what changes the club will be making to achieve this requirement: _____

List any members who will be achieving additional educational awards this year and the dates those awards will be achieved: _____

► II. Educational Program Excellence/Standards

Each year the club should conduct one or more of the following modules from *The Successful Club Series*. This year the club will conduct:

Moments of Truth Evaluate to Motivate Finding New Members Mentoring How to be a Distinguished Club Closing the Sale

Are all speeches from the basic and/or advanced C&L manuals? Yes No If no, please explain: _____

Do all speakers receive verbal and written evaluations? Yes No If no, please explain: _____

► III. Club Excellence Standards

Meeting Quality The meeting (check all that apply): was well organized was productive was run on time

had effective/supportive evaluations had printed meeting agendas

Guests were (check all that apply): welcomed informed about the meeting/club/Toastmasters asked to return or join asked for comments

Recognition The club (check all that apply): uses the Distinguished Club Program for planning/recognition presents its Distinguished Club Program Plan to members immediately submits educational award applications to WHQ quickly recognizes member achievement

displays Member Progress Chart

New Members The club (check all that apply): orients new members within two weeks immediately assigns mentors to new members

votes in and informally inducts new members (including presenting member pin/basic manual)

Club Officers/Administration Club officers (check all that apply): understand roles/responsibilities submit membership applications promptly

meet at least monthly discuss DCP Progress at executive committee meetings

► IV. Area Governor Comments

List members interested in future leadership roles within the district _____

Club strengths: _____

Areas needing attention: _____

What can the district and I do to support the club? _____

Recommendations for action: _____

Deadlines 1st Visit – If not submitted online, the area governor must mail this form to district governor by October 31. District governor forwards copy to World Headquarters. Mailed forms to World Headquarters must be postmarked by November 30 and received by December 10 for credit in the Distinguished Area Program. Forms can be submitted online at www.toastmasters.org. Online submissions must be made by November 30 for credit in the Distinguished Area Program.

Deadlines 2nd Visit – If not submitted online, the area governor must mail this form to district governor by April 30. District governor forwards copy to World Headquarters. Mailed forms to World Headquarters must be postmarked by May 31 and received by June 10 for credit in the Distinguished Area Program. Forms can be submitted online at www.toastmasters.org. Online submissions must be made by May 31 for credit in the Distinguished Area Program.

SIGNATURE OF AREA GOVERNOR

SIGNATURE OF DISTRICT GOVERNOR

SIGNATURE OF CLUB PRESIDENT