

District	Zone
Club Number <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
The _____ Optimist Club of _____	
City	State/Province
Date of visit	No. of members _____ No. attending _____
How often does Club meet?	
Is Club's Board of Directors meeting regularly? <input type="checkbox"/> yes <input type="checkbox"/> no	
Is a meal served at Club meetings? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are meetings planned in advance? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are timed agendas used? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are interesting, effective programs regularly provided for Club meetings? <input type="checkbox"/> yes <input type="checkbox"/> no	

Club Visitation Report

In addition to the Annual Club Planning Conference, the Lieutenant Governor is to make an official visitation to each Club in the Zone between April 1 and July 1. Each visit must be at a regular Club meeting, between April 1 and July 1, and a report must be filed within 30 days after each visit. This report form is not to be used for the Annual Club Planning Conference, social affairs, Zone meetings, etc. However, a Lieutenant Governor is encouraged to make optional visits to Clubs and offer aid at any time it would be helpful. This report may be used for such optional Club visits to give information to the Governor and other District personnel.

Photocopy and distribute to those listed below.

1. Your impression of the effectiveness of Club officers and Chairs. _____

2. Is the Club accomplishing its goal of service to youth and community? yes no
If *not*, what reasons can you identify? _____

3. Quality of fellowship, interest and enthusiasm. _____

4. General condition of the Club. _____

5. Identify and evaluate the meeting you attended. _____

6. What topics did you discuss (what recommendations did you make)? _____

7. Suggested follow-up for District officers. _____

8. How will you follow up? _____

9. Has the District Club Services Committee been involved with this Club? yes no

Is Club actively conducting a membership building program? <input type="checkbox"/> yes <input type="checkbox"/> no	Is Club sponsoring a new Club? <input type="checkbox"/> yes <input type="checkbox"/> no Will Club sponsor a new Club? <input type="checkbox"/> yes <input type="checkbox"/> no
Will Club conduct a membership building program? <input type="checkbox"/> yes <input type="checkbox"/> no	Where?
What program?	Have contacts been made? <input type="checkbox"/> yes <input type="checkbox"/> no Are pre-organized meetings being held? <input type="checkbox"/> yes <input type="checkbox"/> no Does sponsor need a New Club Building Kit? <input type="checkbox"/> yes <input type="checkbox"/> no
How many members have been added?	

District Officer Name/Title (Please Print)	
Date	Telephone: <i>Res.</i> _____ <i>Bus.</i> _____
District officer's signature	

Distribution

District Secretary-Treasurer
Governor
Governor-Elect
District Club Services Chair
Lieutenant Governor