



# TOASTMASTERS INTERNATIONAL®

## Area Report of Club Visit Form

DISTRICT	DIVISION	AREA	CLUB NO.	VISIT DATE

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](http://www.toastmasters.org). Complete the following:

### ► I. Distinguished Club Program/Membership

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

Name \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

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

Name \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Goal 3: One AC** – Which member will achieve an AC this year and when? Name \_\_\_\_\_ Date \_\_\_\_\_

**Goal 4: One additional AC** – Which member will achieve an additional AC this year and when? Name \_\_\_\_\_ Date \_\_\_\_\_

**Goal 5: CL, ALB, ALS or DTM** – Which member will achieve one of these leadership awards this year and when? Name \_\_\_\_\_ Date \_\_\_\_\_

**Goal 6: One additional CL, ALB, ALS 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 formally 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: \_\_\_\_\_

**Area Visit Round 1** – Submit forms online at [www.toastmasters.org](http://www.toastmasters.org). Online submissions must be made by November 30 for credit in the Distinguished Area Program. 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.

**Area Visit Round 2** – Submit forms online at [www.toastmasters.org](http://www.toastmasters.org). Online submissions must be made by May 31 for credit in the Distinguished Area Program. 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.

\_\_\_\_\_  
SIGNATURE OF AREA GOVERNOR

\_\_\_\_\_  
SIGNATURE OF DISTRICT GOVERNOR

\_\_\_\_\_  
SIGNATURE OF CLUB PRESIDENT