

## MODEL CLUB CHECKLIST

ITEM	RECOMMENDED MINIMUM	CURRENT STATUS
Members	20+	
Member Attendance	70%	
Distinguished Club Program/ Club Success Plan	100% utilization	
Executive Meetings	1 per month	
Officer Training	All Officers every 6 months	
District Participation	President and EVP attend Council Mtgs	
Area Participation	All Officers attend Council	
Semiannual Reports	Received at WHQ by 4/10 and 10/10	
Club Minutes	Maintained	
Club Budget	Approved by Club	
Member Interest Survey	100% of members	
Program Schedule	3 mtgs advance posting	
Member C&L Program Progress Chart	Displayed at each mtg	
Theme Meetings	2 per month	
C&L Manuals	100% of members complete	
New Member Orientation	100% of new members	
Youth Leadership Program	1 per year	
Speechcraft Program	1 per year	
Speakers Bureau	3 active members	
Community Contact Team	2 presentations per year	
Success/Leadership	2 per year	
Publicity (External)	1 per month	
Club Bulletin	1 per meeting	
Social Functions	2 per year	
Inter-Club Activity	1 exchange per year	

Checklist is intended only to represent a norm for average club performance.