



New Club Development Team First Quarter 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 charter: _____

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

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

Average number in attendance at board mtgs: _____. 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 since charter:

1. _____

2. _____

Membership/Growth

Since charter ceremonies: 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 first Membership Recruitment Meeting: _____.

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 since charter? Yes No Number ordered _____

Is the club sending out a newsletter? Yes No How often? _____ 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 is club's first service project and date? _____

What is club's first fund-raising project and date? _____

What is club's first community action project and date? _____

What is club's first planned fellowship and date? _____

Please return to: **Membership-Leadership Department**

Civitan International
P. O. Box 130744
Birmingham, AL 35213-0744

Fax: (205) 592-6307

E-mail: growth@civitan.org

DATE FORM DUE

- December 31
- March 31
- June 30
- September 30

Signature _____

Find this form on the Internet at <http://www.civitan.org/develteamvisit1stquarter.pdf>