**Club Meetings**

1. Do club meetings start and end on time? Yes: [ ]  No: [ ]
2. Does the club president follow the pre-printed agenda? Yes: [ ]  No: [ ]
3. Does every member wear a name badge? Yes: [ ]  No: [ ]
4. Does every member wear a membership pin? Yes: [ ]  No: [ ]
5. Are all members greeted at the door and made to feel welcome? Yes: [ ]  No: [ ]
6. Are all guests greeted at the door and made to feel welcome? Yes: [ ]  No: [ ]
7. Is the meeting environment comfortable, pleasant, and enjoyable? Yes: [ ]  No: [ ]
8. Is your club meeting place easy to find, with signs posted? Yes: [ ]  No: [ ]
9. Is the business meeting conducted quickly and efficiently? Yes: [ ]  No: [ ]
10. Are the meetings interesting and varied? Yes: [ ]  No: [ ]
11. Are speakers, evaluators, and other meeting participants reminded of their responsibilities well in advance of the meeting? Yes: [ ]  No: [ ]
12. Are speeches well-prepared and based on manual projects? Yes: [ ]  No: [ ]
13. Are evaluations positive, helpful, and constructive? Yes: [ ]  No: [ ]
14. Is everyone given an opportunity to participate in the program? Yes: [ ]  No: [ ]
15. Are the officers effective in their roles as leaders? Yes: [ ]  No: [ ]
16. Do officers report on the club’s progress in the DCP? Yes: [ ]  No: [ ]

Suggestions for improvement:

**Membership**

1. Does your club set a reasonable membership goal for the year? Yes: [ ]  No: [ ]
2. Does your club regularly have membership drives and promote its meetings to media and in the community? Yes: [ ]  No: [ ]
3. Does your club participate in Toastmasters’ membership building programs? (eg: Talk Up Toastmasters, Beat the Clock) Yes: [ ]  No: [ ]
4. Are guests introduced during the club meeting? Yes: [ ]  No: [ ]
5. After the meeting, are guests invited to join the club? Yes: [ ]  No: [ ]
6. Are new members oriented to the Toastmasters program immediately after joining? Yes: [ ]  No: [ ]
7. Are new members reported immediately to World Headquarters so that they will receive their membership materials fast? Yes: [ ]  No: [ ]
8. Are new members assigned a mentor? Yes: [ ]  No: [ ]
9. Are new members assigned to speak soon after joining? Yes: [ ]  No: [ ]
10. Are new members assigned meeting roles soon after joining? Yes: [ ]  No: [ ]
11. Are new members formally inducted and given a membership certificate, pin, and name badge? Yes: [ ]  No: [ ]
12. Is your club free of an absentee problem? Yes: [ ]  No: [ ]
13. Does a member contact those who miss more than two meetings and encourage them to attend regularly? Yes: [ ]  No: [ ]
14. Are members assigned to a club committee? Yes: [ ]  No: [ ]
15. Is your club free of members who disrupt meetings and have a negative influence on meetings and members? Yes: [ ]  No: [ ]
16. Are members recognized during meetings for their accomplishments and contributions? Yes: [ ]  No: [ ]

Suggestions for improvement:

**Educational Activities**

1. Does your club provide opportunities for speaking outside the club? Yes: [ ]  No: [ ]
2. Does the club regularly conduct programs from *The Better Speaker Series*, *The Successful Club Series*, and *The Leadership Excellence Series*? Yes: [ ]  No: [ ]
3. Are members encouraged to visit other Toastmasters clubs? Yes: [ ]  No: [ ]
4. Does your club encourage members to attend area, division, district, regional, and international functions? Yes: [ ]  No: [ ]
5. Do you know the value of and requirements for the various educational awards? Yes: [ ]  No: [ ]
6. Does your club display a progress chart for tracking members’ manual completions? Yes: [ ]  No: [ ]

Suggestions for improvement:

**General**

1. Do you have a club newsletter or web site? Yes: [ ]  No: [ ]
2. Do you have a formal and impressive installation for club officers? Yes: [ ]  No: [ ]
3. Are you encouraged to attend your club’s executive committee meetings? Yes: [ ]  No: [ ]
4. Are you familiar with the proxy your club receives each March, which entitles it to votes at the Regional Conference and International Convention? Yes: [ ]  No: [ ]
5. Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates? Yes: [ ]  No: [ ]
6. Do your officers thoroughly understand their responsibilities and carry them out? Yes: [ ]  No: [ ]
7. Are members encouraged to assume leadership roles in the club? Yes: [ ]  No: [ ]

Suggestions for improvement: