Assistant Governors Club Visit Report

AG Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Visit \_\_\_\_\_\_\_\_\_\_\_\_

# Rotarians Present \_\_\_\_\_\_ # Visiting Rotarians \_\_\_\_\_\_ # Non-Rotarian Visitors \_\_\_\_\_

Venue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the venue function well for a Rotary meeting Y / N

Was it easy to find? Y / N Was parking an issue? Y / N

**Meeting Details**

Was there a greeter? Y / N Were you warmly greeted Y / N

 Was there a sign-in table? Y / N Did members and guests wear name tags? Y / N

Was there a U.S. flag displayed? Y / N Was there a podium? Y / N

Did they proudly display the Rotary Four Way Test Banner? Y / N

Did members recite the Four Way Test? Y / N

 Did they use a Rotary Bell and gavel? Y / N

Was there a meal? Y / N What was the quality and price of the meal?

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Was the meeting well organized? Y / N

Were you and guests properly introduced? Y / N

Was there a program/ speaker? Y / N If so, who and what was it?

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 Did the meeting start and end on time? Y / N

Share your observations and impressions regarding the overall conduct of the meeting. Did it “qualify” as a quality Rotary meeting?

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Suggestions: You may want to take notes on pending activities like fundraisers, service projects, etc. Also, would you recommend the speaker from your visit, were there any challenges observed, suggestions to help improve the club, how are they progressing on achieving annual goals, what resources might be needed to help achieve goals, do they partner with other organizations to complete service projects.

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Please fill out this report after each club visit and email it to the Assistant Governor Coordinator and the District Governor.

Thank you for all you do in making our Clubs and our District stronger than ever!