

# ACTION ITEMS CHECKLIST



| Date Complete | Right Now Action Items  |
|---------------|---|
|               | 1. Identify members in club for 24 month or less.                     |
|               | 2. Schedule vocation talks.   |
|               | 3. Meet with each person. What are his/her interests and expectations |
|               | 4. Board adopts "Name / Vocation" project                             |
|               | 5. Start personalized inductions                                      |
|               | 6. Start New Member letters   |

| Date Complete | 30-Day Action Items  |
|---------------|--|
|               | 1. All members develop an "Ask" response                     |
|               | 2. Review and Update website                                 |
|               | 3. Assign Greeters and establish protocols.                  |
|               | 4. All members begin knowing names / vocations of all others |
|               | 5. Continue vocational talks by all members                  |

| Measured By | 90-Day Results  |
|-------------|---|
|             | 1. All members know all other member much better than before          |
|             | 2. Guests / Visitors all feel welcome                                 |
|             | 3. A "Cheers" culture has developed                                   |
|             | 4. All members are engaged with an assignment                         |
|             | 5. All members are comfortable answering the question "What's Rotary" |
|             | 6. Club Leaders feel satisfied  |