

MOMENTS OF TRUTH EVALUATION

FIRST IMPRESSIONS:

YES NO

- _____ 1. Are guests greeted warmly and introduced to officers and members?
- _____ 2. Does your club keep a guest book and provide visitors with name tags?
- _____ 3. Is the room arranged professionally?
- _____ 4. Are guests invited to introduce themselves to the group?
- _____ 5. Are guests invited to join?

New Member Orientation:

- _____ 1. Does your club hold a formal induction, including presentation of a membership pin and a new member information package?
- _____ 2. Does your club assign a coach/mentor for each new member, other than the sponsor?
- _____ 3. Are leadership plans and the club's organization chart discussed with the new member?
- _____ 4. Is the new member asked to give a classification speech?
- _____ 5. Is the new member given the opportunity to get involved in all aspects of the club's activities?
- _____ 6. Is the new member given access to ClubRunner and is the progress of tasks monitored in the New Member Orientation module?

Fellowship, Variety and Communication:

- _____ 1. Are fellowship and workshop meetings (such as firesides and assemblies) planned on a regular basis?
- _____ 2. Does your club have regularly scheduled social events?
- _____ 3. Does your club use your ClubRunner calendar and Event Planner module to promote events?
- _____ 4. Do your members know of and participate in District and International events?
- _____ 5. Are makeups encouraged and planned?
- _____ 6. Is your club's eBulletin issued on a regular basis and your website kept updated?

Program Planning and Meeting Organization:

- _____ 1. Is the meeting program and agenda publicized in advance?
- _____ 2. Do members know program responsibilities? Are they prepared to carry out all assignments?
- _____ 3. Do meetings begin and end on time?
- _____ 4. Are speaker programs inspiring, entertaining, or educational?
- _____ 5. Is there enough time spent discussing club business, and do all members get an opportunity to make announcements?

Membership Strength:

- _____ 1. Does your club have 20 or more members?
- _____ 2. Are current members retained?
- _____ 3. Is your club promoted in the community or within District or International?
- _____ 4. Are club programs varied and exciting?
- _____ 5. Are new members' sponsors recognized?
- _____ 6. Does your club hold a membership building program?

Recognizing Accomplishments:

- _____ 1. Do you recognize members with various awards?
- _____ 2. Do you announce and publicize award recipients on your website or eBulletin?
- _____ 3. Do you maintain a listing of all award recipients on your website or recognize member accomplishments within the Member Designations section of their ClubRunner profiles?
- _____ 4. Are member achievements formally recognized with ceremony?
- _____ 5. Are club and committee achievements publicized regularly at meetings?