

DO YOU BELONG TO THE IDEAL CLUB?

Club Meetings:

No.	Question	Yes	No
1	Do club meetings start and end on time?		
2	Does the club president follow the pre-printed agenda?		
3	Does every member wear a name badge and membership pin?		
4	Are all members greeted at the door and made to feel welcome?		
5	Are all guests greeted at the door and introduced to others?		
6	Is there a friendly atmosphere during the meeting?		
7	Is the meeting environment comfortable, pleasant and enjoyable?		
8	Is your club meeting place easy to find, with signs posted/		
9	Are the costs of meals reasonable?		
10	Is the Toastmasters International Supply Catalog displayed at every meeting?		
11	Is the business meeting conducted quickly and efficiently?		
12	Are programs interesting and varied?		
13	Are speakers, evaluators and other meeting participants reminded of their responsibilities well in advance of the meeting?		
14	Are speeches well-prepared and based on manual projects?		
15	Are evaluations helpful and constructive?		
16	Is everyone given an opportunity to participate in the program		
17	Are your officers effective in their roles as leaders?		
18	Do officers report on the club's progress in the Distinguished Club Program?		
	Total		

Suggestions for Improvement:

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(Continued)

Membership:

No.	Question	Yes	No
19	Does your club set a membership goal for the year?		
20	Does your club regularly have membership drives?		
21	Does your club participate in Toastmasters' membership building programs?		
22	Are guests introduced during the club meeting?		
23	After the meeting, are guests invited to join the club?		
24	Are new members oriented to the Toastmasters program immediately after joining?		
25	Are new members reported immediately to World Headquarters so that they may receive their membership materials?		
26	Are new members assigned a mentor?		
27	Are new members scheduled to speak soon after joining?		
28	Are new members assigned meeting roles soon after joining?		
29	Are new members formally inducted and given a membership certificate, pin and name badge?		
30	Is your club free of an absentee problem?		
31	Does a member contact those who miss more than one meeting and encourage them to attend regularly?		
32	Are all members assigned to a club committee?		
33	Is your club free of members who disrupt meetings and have a negative influence on meetings and members?		
34	Are members recognized during meetings for their accomplishments and contributions?		
	Total		

Suggestions for Improvement:

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(Continued)

Educational Activities:

No.	Question	Yes	No
35	Does your club provide opportunities for speaking outside the club?		
36	Does your club regularly conduct programs from <i>The Better Speaker Series</i> , <i>The Successful Club Series</i> and <i>The Leadership Excellence Series</i> ?		
37	Are members encouraged to visit other Toastmasters clubs?		
38	Does your club participate in area, division and district speech contests		
39	Does your club encourage members to attend area, division, district, regional and international functions?		
40	Do you know the value of and requirements for the various educational awards?		
41	Does your club display a Member Program Progress Chart (Catalog No. 227) for tracking members' manual completions?		
	Total		

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(Continued)

General:

No.	Question	Yes	No
42	Do you have a club newsletter or Web site?		
43	Do you have a formal and impressive installation for club officers?		
44	Are you encouraged to attend your club's executive committee meetings?		
45	Are you familiar with the proxy your club receives each March, which entitles it to vote at the Regional Conference and International Convention?		
46	Does the club treasurer begin collecting October and April dues early and give members plenty of reminders about the due dates?		
47	Do you officers thoroughly understand their responsibilities and carry them out?		
48	Are members encouraged to assume leadership roles in the club?		
	Total		

Suggestions for Improvement:

SCORE: If you answered "NO" to a total of:

More than 20 – It's time to ask the tough question: *Do you want to continue?*

Recommend: Moments of Truth (Catalog 290)

More than 10; less than 19 – Don't give up! Refresher training will help.

Recommend: Successful Club Series (Catalog 291-300)

More than 1; Less than 9 – Congratulations!

You're on the right track for being a member of an Ideal Club.

Recommend: Visit with your Area Governor for helpful suggestions.