



SERTOMA INTERNATIONAL

Official Visitation Report

Club Visited: _____ Date: _____

Governor: _____

Deadline: Due postmarked no later than the 10th of the month following the end of the quarter.

Club Meetings

District/Club Goals	<input type="checkbox"/>	Attendance at Sertoma Conferences	<input type="checkbox"/>	SERvice TO MAnkind Program	<input type="checkbox"/>
Value of Club Membership	<input type="checkbox"/>	Club Building Program	<input type="checkbox"/>	National Heritage Program	<input type="checkbox"/>
Annual Net Membership Increase	<input type="checkbox"/>	Participation in Awards Program	<input type="checkbox"/>	Speech & Hearing Programs	<input type="checkbox"/>
Operation GEMhunt	<input type="checkbox"/>	Bulletins/Road Signs	<input type="checkbox"/>	International Youth Sponsorships	<input type="checkbox"/>
Quarterly New Member Orientation	<input type="checkbox"/>	Life Membership	<input type="checkbox"/>	Sertoma Fellow Members	<input type="checkbox"/>
GEM Award Program	<input type="checkbox"/>	Sertoman of the Year	<input type="checkbox"/>	100% Foundation Club	<input type="checkbox"/>
Gold Eagle Award	<input type="checkbox"/>	Outstanding Secretary	<input type="checkbox"/>	Special Sertoma Program	<input type="checkbox"/>
Review of Club Achievements	<input type="checkbox"/>	Other	<input type="checkbox"/>		

	Good	Fair	Poor		Yes	No
Enthusiasm and Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting Opened and Closed on Time	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Membership/Guest Badges	<input type="checkbox"/>	<input type="checkbox"/>
President's Use of Agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Banner/Gong	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invocation	<input type="checkbox"/>	<input type="checkbox"/>
Number of Members Present _____			Guests Present _____	Pledge of Alliegance	<input type="checkbox"/>	<input type="checkbox"/>
				Business Conducted	<input type="checkbox"/>	<input type="checkbox"/>

Board and Committee Meetings

Board Meeting		Yes	No
Number of Officers and Directors _____	Annual Dues \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Length of Meeting _____	Sponsorship Fund \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Number Present _____	Cash on Hand: General Fund \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Was an agenda used?		<input type="checkbox"/>	<input type="checkbox"/>
Were committee chairpersons present?		<input type="checkbox"/>	<input type="checkbox"/>
Were committee reports presented?		<input type="checkbox"/>	<input type="checkbox"/>
Do committees create programs for adoption by the board?		<input type="checkbox"/>	<input type="checkbox"/>
Is club business conducted primarily in the board meeting?		<input type="checkbox"/>	<input type="checkbox"/>
Are communications from International officers and leaders read?		<input type="checkbox"/>	<input type="checkbox"/>
Does the club have a budget?		<input type="checkbox"/>	<input type="checkbox"/>
Is budget allowance made for delegates at District Convention?		<input type="checkbox"/>	<input type="checkbox"/>
Is budget allowance made for delegates at International Convention?		<input type="checkbox"/>	<input type="checkbox"/>
Meals included?		<input type="checkbox"/>	<input type="checkbox"/>
Is the club incorporated?		<input type="checkbox"/>	<input type="checkbox"/>
Does the club have a copy of its constitution and bylaws?		<input type="checkbox"/>	<input type="checkbox"/>
Are club bylaws in accordance with standard Sertoma form?		<input type="checkbox"/>	<input type="checkbox"/>

Committee Meeting		Yes	No
Regular committee meetings held?		<input type="checkbox"/>	<input type="checkbox"/>
Does the club president attend?		<input type="checkbox"/>	<input type="checkbox"/>
Do committees have International guidelines?		<input type="checkbox"/>	<input type="checkbox"/>
Do committees report monthly to board?		<input type="checkbox"/>	<input type="checkbox"/>
Does each committee have a budget?		<input type="checkbox"/>	<input type="checkbox"/>
Is the club incorporated?		<input type="checkbox"/>	<input type="checkbox"/>
Does the club have a copy of its constitution and bylaws?		<input type="checkbox"/>	<input type="checkbox"/>

Club Officers		Yes	No
Does the president use the Quarterly Activities Report to check plans and progress?		<input type="checkbox"/>	<input type="checkbox"/>
Secretary understands responsibilities?		<input type="checkbox"/>	<input type="checkbox"/>
Uses adequate record system?		<input type="checkbox"/>	<input type="checkbox"/>
Date of last audit?		<input type="checkbox"/>	<input type="checkbox"/>

Recommendations

DISTRIBUTION

Headquarters, International Director and District Governor.