Report of Official Board Visits

(Report to be completed and filed by May 31)

_____
District

_____
Division# *Date Submitted*

_____
Signed: *Lieutenant Governor*

Key #	Clubs	Please answer the following for each club												
		Date of board meeting visit (Month / Day)	**President's leadership (Satisfactory / Unsatisfactory)**	**Secretary's records and knowledge of duties (Satisfactory / Unsatisfactory)**	**Club finances and budget (Satisfactory / Unsatisfactory)**	**Membership Development plans (Satisfactory / Unsatisfactory)**	**Committee organization and functioning (Satisfactory / Unsatisfactory)**	**Are bylaws up to date? (Yes / No)**	**Is there an annual audit of club's books? (Yes / No)**	**Is the club incorporated? (Yes / No)**	**Does the board review all reports? (Yes / No)**	**Does the club have a charitable foundation? (Yes / No)**	**Frequency of club publication/bulletin (Weekly / Bimonthly / Monthly / None)**	**How do you rate the service activities of this club? (Good / Fair / Poor)**

REMARKS AND OBSERVATIONS: Report here any information which needs the attention of the district.

Report of Official Club Visits

(Report to be completed and filed by March 15)

The Lieutenant Governor, in addition to presenting an address or conducting a discussion, should carefully evaluate all aspects of club meeting operations.

_____
District

_____
Division# *Date Submitted*

_____
Signed: *Lieutenant Governor*

Key #	Clubs	Please answer the following for each club												
		Date of visit	**Membership goals for the year**	**Are significant community service projects being conducted? (Yes / No)**	**Do committees report their activities at the club meeting? (Yes / No)**	**Have you presented Young Children: Priority One at a club meeting? (Yes / No)**	**How do you rate the meeting place? (Good / Fair / Poor)**	**How do you rate the reception activities? (Good / Fair / Poor)**	**How do you rate the fellowship? (Good / Fair / Poor)**	**How do you rate the conduct of the meeting? (Good / Fair / Poor)**	**How do you rate the program planning? (Good / Fair / Poor)**	**How do you rate the participation of Inter-Clubbing? (Good / Fair / Poor)**	**What is your overall rating of this Kiwanis club? (Good / Fair / Poor)**	**Have all the required reports of the club been filed to date? (Yes / No)**

REMARKS AND OBSERVATIONS: Report here any information of special value to the Lieutenant Governor-Designate.

Lieutenant Governor's Report on Education and Contact Visits

(Report to be completed and filed by December 1)

_____
District

_____
Division# *Date Submitted*

_____
Signed: *Lieutenant Governor*

Key #	Clubs	Please answer the following for each club							
		Club Officers Training Conference attended by president? (Yes / No)	Club Officers Training Conference attended by secretary? (Yes / No)	Date club's budget approved (Month / Day)	President provided training to club officers, directors, chairmen (Month / Day)	Club analysis completed by club (Month / Day)	Community analysis completed by club (Month / Day)	Club sponsors (B) Builders Club, (C) Circle K, (K) Key Club, (J) Kiwajunior Club, or (A) Aktion Club	Reported contact visit completed to club between 8/1 and 9/30 (Month / Day)

REMARKS AND OBSERVATIONS: Report here any information of special value to the Lieutenant Governor-Designate.