



*Use this Checklist to*  
**ASSESS YOUR CLUB!**

Through 80 years of research, Toastmasters International has discovered that the following list of activities are typical of a "successful" club. How is your club doing? What can be improved upon? Use the results to encourage your members and officers to get more involved in club goal-setting and achievement.

	"Successful" Clubs	Our Club
Number of Members	20+	
Member Attendance	70%	
Distinguished Club Program / Club Success Plan	100% utilization	
Executive Meetings	1 per month	
Officer Training	All officers attend every 6 months	
District Participation	President and VP Education attend District Council Meetings	
Semiannual Reports	Received by WHQ by 4/10 and 10/10	
Club Minutes	Maintained	
Club Budget	Approved by club	
Member Interest Survey	100% of members	
Program Schedule	3 meetings advance posting	
Member C&L Program Progress Chart	Displayed at each meeting	
Theme Meetings	1 per month	
Manual Speeches	100% at each meeting	
New Member Orientation	100% of new members	
Publicity (External)	1 per month	
Social Functions	2 per year	
Inter-Club Activities	1 exchange per year	
Success / Leadership Presentations	2 per year	
Speechcraft program	1 per year	