

**Assistant Governors  
Club Visit Worksheet**

AG Name \_\_\_\_\_ Date of Visit \_\_\_\_\_ Club Visited \_\_\_\_\_

# Rotarians Present \_\_\_\_\_ # Visiting Rotarians \_\_\_\_\_ # Non-Rotarian Visitors \_\_\_\_\_

**Venue** \_\_\_\_\_ Did venue function well for a Rotary meeting? Y / N

Was it easy to find? Y / N

Was parking an issue? Y / N

**Meeting**

Was there a greeter? Y / N

Was there a proper sign-in table? Y / N

Were you warmly greeted and introduced? Y / N

Was there a flag displayed? Y / N

Was there a lectern? Y / N

Was there a Rotary Bell? Y / N

Was there a meal? Y / N

Was the meeting well organized? Y / N

Were guests properly introduced? Y / N

Was there a program/speaker? Y / N

Did the meeting start and end on time? Y / N

Please share your impressions and thoughts regarding the overall “temperature” of the meeting - did it “qualify” as a Rotary meeting, and any observations or recommendations at this stage of the year:

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Suggestions: you may want to create notes on pending activities like fund raisers, service projects, and Area Councils. Also, would you recommend the speaker from your visit, were there any challenges observed, suggestions to help improve the club, what are their goals and how are they progressing, what resources might be needed to help achieve goals, if there are joint activities with other clubs, and any other observations that would be helpful in informing the DG Corps.

Please fill out as completely as possible and send to DG Mike at [mikehdarragh@gmail.com](mailto:mikehdarragh@gmail.com) and DGE Rich at [rich.rotary6970@gmail.com](mailto:rich.rotary6970@gmail.com) for **EVERY** visit to your clubs.

*Thank you for all you do in making our clubs and our District stronger than ever!!!*