

Official Visit Report Information (To be used with traditional visit - Business as Usual)

Pilot Club _____ District _____
Visit Made YES NO (if no, indicate reason)

Name of Visitor _____ Title _____
Date of Visit _____ Club at Risk _____
Total Current Membership _____ Total Number of Board Members _____
Attendance: Executive Board Conference _____ (if applicable)
Club Meeting: _____ / _____ / _____
Members # Guests # Anchors

TYPE OF MEETING/ACTIVITY ATTENDED

Business/Program Meeting Joint Meeting with another Club
 Fundraiser Project
 PIF Activity (BrainMinders, Presentation, Alzheimer's Walk, Nursing Home Visit)
 Other

I. SERVICE PROJECTS

Please list club service projects:

Please list PIF related Projects (Alzheimer's Walk, Project Lifesaver, Nursing Home Visits)

List average number of club members who participate in club projects. _____

II. PIF ACTIVITIES check appropriate answer)

BrainMinders TM
 Applied for Grant This Year Last Year Within Last 5 Years
 Within Last 10 Years Never
 Applied for Scholarship This Year Last Year Within Last 5 Years
 Within Last 10 Years Never

III. CLUB OPERATIONS

A. Membership and Growth

- Net Loss/ Net Gain in past year
- How often does club sponsor Share Pilot/Membership Drive during the year? _____
- Does club conduct membership drives? (detail?) _____

B. Education and Training

- How do Club Officers Receive leadership training _____
Is this adequate? _____
- Club provides ongoing Pilot Education _____ Y _____ N
- New member orientation provided _____ Y _____ N

C. Club Maintenance

- When were Standing Rules last revised and updated? _____ (approximate date)
- When was Club's Strategic Plan established? (approximate date) _____
- Does the club create Plans of Work every year? Y N last plan created? _____ (date)
- Is the Budget compatible with the Plans of Work _____ Y _____ N
- PEP Report submitted _____ Y _____ N

D. Visibility

- 1. Club has a public relations representative _____Y _____N
- 2. Media Coverage
 _____Newspaper/Magazine _____Television _____Radio _____Other
- 3. Publicity Tools
 _____Pilot Brochure _____Catalog Sales _____ Club created own _____Posters
 _____Flyers _____Letters/Written Invitations _____Website _____Other

E. Anchors

- 1. Sponsors an Anchor Club ____Y ____N # of clubs sponsored_____

Please list Anchor Clubs:

- 2. What type of Joint Pilot/Anchor activity does club sponsor?_____
- 3. Anchors attend: ____Anchor Convention ____District Convention
 _____International Convention
- 4. How many former anchors are members of the club? _____
- 5. Does club sponsor an Anchor for Freedom's Foundation?
 ____Y ____N How often?_____

BRIEFLY DESCRIBE:

Your visit with the club:

Describe a Club Success Story:

Concerns and Comments about the club:

Planned Follow-Up Activities or recommended special assistance:

Please list potential Future Leaders from this club:

REPORT DUE WITHIN 30 DAYS OF VISIT *(and must accompany request for reimbursement)*

Official Visitor	Title	Date Completed

Original: Governor
 CC: Governor Elect/Lt. Governor (if appropriate)
 ECR
 PI Headquarters