



New Club Development Team Initial Follow-up Report

Name of new club: _____ Club Number: _____

Development Team Members: _____

Attendance

Meeting place: _____ Day: _____ Time: _____

The new club has had _____ meetings and _____ board meetings since charter.

At least one team member attended _____ meetings and _____ board meetings.

Did the board meeting include discussion and plans for the following:

Dues structure: Yes No Growth plan: Yes No Honor Club plan: Yes No Planned fellowship: Yes No

Membership/Growth

Has the club added any new members since charter? Yes No How many? _____

Do the Secretary and/or Treasurer understand process for reporting additions and deletions? Yes No

Finances

How much are quarterly dues? _____ Does the dues include a meal? Yes No

Does treasurer have dues billing set up? Yes No How many charter members are attending regularly/paying dues? _____

Does the club have a bank account? Yes No Has the bank been notified of the club's EIN number? Yes No

Has the club filed papers for incorporation? Yes No (Once granted, please send a copy of incorporation papers to International.)

Meetings/Administration

Has club held initiation ceremony for members who did not attend charter ceremony? Yes No

Have the club officers been trained? President Yes No P-E Yes No Secretary Yes No Treasurer Yes No

Has the club sent a copy of the club's Constitution and By-Laws to headquarters? Yes No If not, please attach a copy.

Has the club sent a copy of the club's budget to headquarters? Yes No

Are the officers promoting the VIP program? Yes No

Does the club have a newsletter? Yes No How often is it published? _____ Please attach a copy.

Has a club roster been given to each member? Yes No

Does the club have a telephone committee to call each member to remind him or her about each meeting? Yes No

Projects/Fellowship

What is club's first service/community action project? _____

What is club's first fund-raising project? _____

What is club's first planned fellowship? _____

Additional suggestions or comments: _____

Civitan International reserves the right to withhold incentives for the New Club Development Team/Sponsoring Club starting with clubs built in 2001-02 year

◆ If the club is not at charter strength or better one year after charter.

◆ If the team has not filed the initial follow-up report within 45 days of charter and the quarterly visitation reports during each quarter after charter for the first year.

Date report due: _____

Please return to: **Membership-Leadership Department**

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