



February 2016

**CLUB ACHIEVEMENTS CHECKLIST - NON MANDATORY**

Dear Club President

We would like to help you celebrate the successes of your club during this biennium. The intention of the questionnaire beginning on the next page is to provide a quick and simple evaluation of the goals and achievements.

The form is not mandatory. Each club decides whether to use it or not. If you do decide to use it, please send your completed form to [accounting@zonta.org](mailto:accounting@zonta.org) no later than 1 May 2016, regardless of the results.

On behalf of Zonta International and Zonta International Foundation Boards and International Committees, thank you for your participation.

*Maria Jose*

Maria Jose Landeira Oestergaard  
President 2014 – 2016



<b>Club President Name:</b>				
<b>Zonta Club Name:</b>		<b>No. of Club Members:</b>	<b>Area:</b>	<b>District:</b>
<b>GOVERNANCE</b>			<b>YES</b>	<b>NO</b>
1.	Our club adopted club bylaws in accordance with the Zonta International (ZI) Bylaws. (Article IV, Section 2. Zonta Clubs. (a) Bylaws.)		<input type="checkbox"/>	<input type="checkbox"/>
2.	Our club bylaws are up to date and in accordance with ZI Bylaws.		<input type="checkbox"/>	<input type="checkbox"/>
3.	Our club officers and committee chairmen know their responsibilities, how to carry them out and report.		<input type="checkbox"/>	<input type="checkbox"/>
4.	International dues and accurate member lists were submitted to ZI no later than 1 June each year.		<input type="checkbox"/>	<input type="checkbox"/>
5.	District (and area if appropriate) dues were paid by the required dates each year.		<input type="checkbox"/>	<input type="checkbox"/>
6.	All club board members had access to the club's financial reports as often as needed.		<input type="checkbox"/>	<input type="checkbox"/>
7.	Club members reviewed and approved the financial records and the budget at least once per year.		<input type="checkbox"/>	<input type="checkbox"/>
8.	Our club had biennial goals.		<input type="checkbox"/>	<input type="checkbox"/>
9.	Our meeting programs were worthwhile, timely and related to Zonta's mission.		<input type="checkbox"/>	<input type="checkbox"/>
10.	Our club had the necessary member resources to achieve our goals.		<input type="checkbox"/>	<input type="checkbox"/>
11.	Club delegate(s) and at least 1 more club member have registered/plan to register for the 2016 Convention in Nice.		<input type="checkbox"/>	<input type="checkbox"/>
12.	Average participants in the monthly meeting <input type="checkbox"/> less than 50% <input type="checkbox"/> between 50% and 75% <input type="checkbox"/> more than 75%			
13.	Number of our club's members that attended area meetings/area workshops this biennium <input type="checkbox"/> 1 – 2 <input type="checkbox"/> 3 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+			
14.	Number of our club's members that attended the District Conference in 2015 <input type="checkbox"/> 1 – 2 <input type="checkbox"/> 3 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+			
15.	Our club website (or the club section in the area or district website) is up to date.		<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RESULTS</b>			<b>YES</b>	<b>NO</b>
16.	I am proud of what Zonta has achieved globally during the 2014-2016 biennium		<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVOCACY</b>			<b>YES</b>	<b>NO</b>
17.	Our club members understand the meaning and importance of advocacy.		<input type="checkbox"/>	<input type="checkbox"/>
18.	Our club members are aware of legislation relevant to women in our country.		<input type="checkbox"/>	<input type="checkbox"/>
19.	Most club projects included an element of advocacy.		<input type="checkbox"/>	<input type="checkbox"/>
20.	Activities in relation to the Zonta says NO to Violence Against Women Campaign (mark as many as apply) <input type="checkbox"/> Public awareness <input type="checkbox"/> Meetings with legislators <input type="checkbox"/> Provided statements <input type="checkbox"/> Other, please specify:			
21.	Our club has studied and discussed the Istanbul Convention.		<input type="checkbox"/>	<input type="checkbox"/>
22.	Club advocacy action has been based on the Istanbul Convention.		<input type="checkbox"/>	<input type="checkbox"/>
<b>UNITED NATIONS (UN) &amp; THE COUNCIL OF EUROPE (CoE)</b>			<b>YES</b>	<b>NO</b>
23.	Our club receives information from the District UN Chairman.		<input type="checkbox"/>	<input type="checkbox"/>
24.	Our club has a focal point for information from the UN, in addition to the President.		<input type="checkbox"/>	<input type="checkbox"/>
25.	Our club participated in the review of the Beijing Platform for Action.		<input type="checkbox"/>	<input type="checkbox"/>
26.	Our club knows about the Women Empowerment Principles ( <a href="http://www.weprinciples.org/">http://www.weprinciples.org/</a> )		<input type="checkbox"/>	<input type="checkbox"/>
27.	Our club is aware of the Sustainable Development Goals and focuses on Goal No 5 "Achieving Equality and Empowering all women and girls"		<input type="checkbox"/>	<input type="checkbox"/>
28.	Our club has discussed the Istanbul Convention		<input type="checkbox"/>	<input type="checkbox"/>

<b>LEADERSHIP &amp; LEADERSHIP DEVELOPMENT</b>		<b>YES</b>	<b>NO</b>
29.	Leadership training has been conducted for new board members and committee chairmen.	<input type="checkbox"/>	<input type="checkbox"/>
30.	Our club president has participated in training opportunities at area and district levels.	<input type="checkbox"/>	<input type="checkbox"/>
31.	Our club suggested nominees for area, district or international office.	<input type="checkbox"/>	<input type="checkbox"/>
32.	Our club members are encouraged to participate in leadership development opportunities	<input type="checkbox"/>	<input type="checkbox"/>
33.	Our club has a long range plan that is reviewed each biennium and updated as applicable which includes succession planning for future leaders of the club.	<input type="checkbox"/>	<input type="checkbox"/>
<b>MEMBERSHIP</b>		<b>YES</b>	<b>NO</b>
34.	Our club has conducted specific activities to attract new members.	<input type="checkbox"/>	<input type="checkbox"/>
35.	Our club has retention strategies such as mentoring or other.	<input type="checkbox"/>	<input type="checkbox"/>
36.	Our club has achieved a net gain.	<input type="checkbox"/>	<input type="checkbox"/>
37.	Orientation meetings for prospective and new members are conducted at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>
38.	Member satisfaction has been measured.	<input type="checkbox"/>	<input type="checkbox"/>
39.	Our club has sponsored/organized a new club during the biennium.	<input type="checkbox"/>	<input type="checkbox"/>
40.	Our club has a Z club or Golden Z club.	<input type="checkbox"/>	<input type="checkbox"/>
41.	Our club has an updated Club Handbook with information about Zonta, the club's members and traditions.	<input type="checkbox"/>	<input type="checkbox"/>
42.	Our club has a Membership Administrator who deals with the membership list.	<input type="checkbox"/>	<input type="checkbox"/>
43.	Our club has diversity regarding professions and ages.	<input type="checkbox"/>	<input type="checkbox"/>
44.	Our club surveys members who leave.	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION – INTERNAL &amp; EXTERNAL</b>		<b>YES</b>	<b>NO</b>
45.	Zonta information was disseminated at club meetings and/or electronically.	<input type="checkbox"/>	<input type="checkbox"/>
46.	Our club submitted at least one success story to the ZI website.	<input type="checkbox"/>	<input type="checkbox"/>
47.	Our club has a newsletter regularly for sharing Zonta information from other clubs in the district/area as well as Zonta International.	<input type="checkbox"/>	<input type="checkbox"/>
48.	Zonta material is distributed at public places such as libraries, community centers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
49.	Media reported club activities.	<input type="checkbox"/>	<input type="checkbox"/>
<b>EDUCATIONAL PROGRAMS, INTERNATIONAL SERVICE PROJECTS (ISP), ZISVAW PROJECTS, CLUB PROJECTS</b>		<b>YES</b>	<b>NO</b>
50.	Our club (or in cooperation with the area/district) sought candidates for Amelia Earhart Fellowships.	<input type="checkbox"/>	<input type="checkbox"/>
51.	Our club (or in cooperation with the area/district) sought candidates for JMK Scholarships.	<input type="checkbox"/>	<input type="checkbox"/>
52.	Our club (or in cooperation with the area/district) sought candidates for YWPA Awards.	<input type="checkbox"/>	<input type="checkbox"/>
53.	Our club members know about the ISP & ZISVAW projects.	<input type="checkbox"/>	<input type="checkbox"/>
54.	Our club has local service projects within the scope the ZI mission and vision.		
55.	All club service projects relate to advancing the status of women.	<input type="checkbox"/>	<input type="checkbox"/>
56.	Our club cooperates with other clubs and/or in partnership with other like-minded organizations.	<input type="checkbox"/>	<input type="checkbox"/>
57.	Our club participated in the Zonta Service Recognition Awards.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ZONTA INTERNATIONAL FOUNDATION (ZIF)</b>		<b>YES</b>	<b>NO</b>
58.	Our club donates one-third of local funds raised to ZIF.	<input type="checkbox"/>	<input type="checkbox"/>
59.	Our club president has encouraged club members to make individual donations to ZIF.	<input type="checkbox"/>	<input type="checkbox"/>
60.	Our club holds at least on fundraising event per year.	<input type="checkbox"/>	<input type="checkbox"/>

Submit by 1 May 2016 to: [accounting@zonta.org](mailto:accounting@zonta.org)