



## Check List for Club Membership Chairmen

1. How many members does your club have at 1 June 2004, after dues are paid?
2. Does this number agree with ZI?            Yes    No  
2A. If not, when and how will correction(s) be made?
3. How many members does your club want to have at 1 June 2005, after dues are paid?
4. How many members do you think your club will lose this year?  
4A. Non-preventable (die, move, lose classification)?  
4B. Preventable (lack of interest, don't like programs, don't like meeting place, can't find time, etc.)?  
4B1. What plans does your club have to improve your club activities to reduce the number of preventable losses?
5. How many new members will you plan to recruit? ( $\#3 - \#1 + \#4 = \#5$ )
6. Is this number realistic given your past experience?            Yes    No
7. Are there recruiting "issues" – lack of diversity in age, classification, ethnicity, etc.?            Yes    No
8. What is your club's plan to address these issues?
9. How will your club recruit (one-on-one, membership events, etc.)?
10. Is your "paperwork" process in place?    Yes    No  
10A. If not, what needs to be done, and when will it be done?
11. Are all members aware of their responsibilities for recruiting?            Yes    No
12. Is a membership report made at each Board/membership meeting?  
Yes    No

13. Are you using the Satisfaction/Participation Matrix to improve retention?

Yes      No

14. Is your membership strong enough to SOM a new club?      Yes      No

15. Is there anything else in your club that needs attention relative to membership?

Yes      No

If yes, explain.

16. Is there something specific that your District Membership Chairman or International Membership Committee can do?      Yes      No

If yes, what?

Please share this information with your Area Director and your District Membership Chairman.