

PROFORMA – 2024-25

DATE OF VISIT :

1. MEMO OF CLUB HISTORY- PLANS AND PROJECTS

- a) Name of the Club _____
- b) District Number _____
- c) Date of Inauguration _____
- d) Inaugurated by(Dist. Chairman) _____
- e) Name of Charter President _____
- f) Name of Charter Secretary _____
- g) Date of Charter Presentation _____
- h) Charter Presented by
(Dist. Chairman) _____
- i) Charter Number _____
- j) No. of Members
at the time of Inauguration. _____

2. MEMBERSHIP DETAILS

- a) No. of Members as on date _____
- b) No of Members resigned during the year : ____
- c) No. of New Members Inducted this year : ____
- d) Do you have Membership forms? _____
- e) Is there any possibility of increasing Membership ? ____
- f) Is the proper form used for the welcome and induction of new Member ? _____
- g) Do your Members know one another's names? _____
- h) Did you have any Transfers? _____
- i) Do you have any Honorary Member: _____
- j) Do you have any Honored Active Members? _____
- k) What is your attendance? (%)
General Meeting _____
Executive Meeting _____
Projects _____
- l) What steps have you taken to improve it?

3. CLUB MEETINGS

EXECUTIVE

REGULAR

- a) Venue _____
- b) Day _____
- c) Time _____
- d) Closed Months _____

e) Do you observe the "Quorum" Rules for

1. Executive Committee Meetings : _____

2. Regular Meetings : _____

4. GENERAL ADMINISTRATION

- a) What is your Membership Fee? _____
- b) Are your fees sufficient _____
- c) Do you get Club fees regularly _____
- d) Do you send payment of I.I.W., Association and District Dues within two Months? _____
- e) Do you have any financial difficulties? _____
- f) Do you have a Club Voucher File? : _____
- g) Do you have an Accounts & Audit File? : _____
- h) Who audits your Accounts? _____
- i) Do you have separate Club and Charity Fund Accounts? : _____
- j) Do you raise Funds for your activities? If yes, how?: _____
- k) Do you have Fixed Deposits or Charity Trust in your Club? : _____
- l) Do you get international Aid? : _____
If yes, from where and for what project:

5. SERVICE PROJECTS

Inner Wheel Motto is- "Friendship and Service" Please keep this Motto in mind and be and ideal club :

- a. Do you continue old Projects : _____
- b. How do you find and adopt new Projects? : _____
- c. Do you participate in Rotary Projects? : _____
- d. How do you involve your Members both new and old? : _____

- e. Please give your plans, for the year, about service Projects at Club and District Level ?

6. PROGRAMME:

- a. Do you have Fellowship Programmes and Picnics? _____
- b. Do you have Education Programme? _____
- c. Do you have Entertaining Programmes and Programmes of interest of the Ladies ? _____
- d. Do you celebrate Club Birthday, Charter Day and IIW Day? If yes, how? _____
- e. Do you greet Members on their Birthdays, Anniversaries, etc? _____

7. ATTENDANCE AT DISTRICT FUNCTIONS

- a. How many incoming Club Officers attended Training Institute?

- b. How many Members attended District Assembly?

- c. How many Members attended District Rally / other functions ?

- d. How many Members attended District Intercity projects and seminars? _____
- e. How many members are going to attend the Triennial _____

8. CLUB RECORDS - Do you keep the following?

- a. Minute Book & Attendance Register for Regular Club Meeting & Executive Committee Meeting : Yes/No
- b. General Register of Members : Yes/No
(Membership file)
- c. Minutes and Agenda File : Yes/No
- d. District Correspondence File : Yes/No
- e. Association Council & IIW File : Yes/No
- f. General Correspondence File : Yes/No
- g. Link Club's File : Yes/No
- h. Literature-Publication Newspaper Cutting File : Yes/No

i. Photo Album : Yes/No

j. IIW Constitution and Handbook

*Association Bye-laws and

*Guidelines for Association, District and Clubs : Yes/No

9. GUIDELINES TO CLUB OFFICERS:

The guidelines to the respective Club Officers have been distributed through District Directory. Are the same is implemented ?

10. NAMES OF YOUR LINK CLUBS AND DISTRICTS:

In India

Overseas

Signature of the President

Signature of the Secretary

NOTE

1. Please fill up the above Forms in full.
2. The above Forms, duly filled & completed should be handed over during the visit of the District Chairman for her perusal and study.
3. Use another sheet if necessary.