



Lieutenant Governor's Report on Education and Contact Visits

(Report to be completed and filed by December 1)

District _____

Division# _____ Date Submitted _____

Signed: _____ Lieutenant Governor

Please answer the following for each club

Key #	Clubs	Club Officers Training Conference attended by president? (Yes / No)	Club Officers Training Conference attended by secretary? (Yes / No)	Date club's budget approved (Month / Day)	President provided training to club officers, directors, chairmen (Month / Day)	Club analysis completed by club (Month / Day)	Community analysis completed by club (Month / Day)	Club sponsors (B) Builders Club, (C) Circle K, (K) Key Club, (J) Kiwajunior Club, or (A) Aktion Club	Reported contact visit completed to club between 8/1 and 9/30 (Month / Day)

REMARKS AND OBSERVATIONS: Report here any information of special value to the Lieutenant Governor-Designate.

**SEND TO THE DISTRICT OFFICE @
txokdist@swbell.net or
FAX 1-866-574-0698
P. O. Box 13160
Arlington, TX 76094**



Report of Official Club Visits

(Report to be completed and filed by March 15)

The Lieutenant Governor, in addition to presenting an address or conducting a discussion, should carefully evaluate all aspects of club meeting operations.

District _____

Division# _____

Date Submitted _____

Signed: _____

Lieutenant Governor

Please answer the following for each club

	Key #	Clubs	Date of visit	Membership goals for the year	Are significant community service projects being conducted? (Yes / No)	Do committees report their activities at the club meeting? (Yes / No)	Have you presented Young Children: Priority One at a club meeting? (Yes / No)	How do you rate the meeting place? (Good / Fair / Poor)	How do you rate the reception activities? (Good / Fair / Poor)	How do you rate the fellowship? (Good / Fair / Poor)	How do you rate the conduct of the meeting? (Good / Fair / Poor)	How do you rate the program planning? (Good / Fair / Poor)	How do you rate the participation of Inter-Clubbing? (Good / Fair / Poor)	What is your overall rating of this Kiwanis club? (Good / Fair / Poor)	Have all the required reports of the club been filed to date? (Yes / No)

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Report of Official Board Visits

(Report to be completed and filed by May 31)

District _____

Division# _____ Date Submitted _____

Signed: _____ Lieutenant Governor

Please answer the following for each club

Key #	Clubs	Date of board meeting visit (Month / Day)	President's leadership (Satisfactory / Unsatisfactory)	Secretary's records and knowledge of duties (Satisfactory / Unsatisfactory)	Club finances and budget (Satisfactory / Unsatisfactory)	Membership Development plans (Satisfactory / Unsatisfactory)	Committee organization and functioning (Satisfactory / Unsatisfactory)	Are bylaws up to date? (Yes / No)	Is there an annual audit of club's books? (Yes / No)	Is the club incorporated? (Yes / No)	Does the board review all reports? (Yes / No)	Does the club have a charitable foundation? (Yes / No)	Frequency of club publication/bulletin (Weekly / Bimonthly / Monthly / None)	How do you rate the service activities of this club? (Good / Fair / Poor)

REMARKS AND OBSERVATIONS: Report here any information which needs the attention of the district.

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