

# MOMENTS OF TRUTH

## Club Quality Standards Evaluation



### First Impressions

- ▶ Guests greeted warmly and introduced to officers and members
- ▶ Guest book and name tags provided
- ▶ Professionally arranged meeting room
- ▶ Convenient meeting location
- ▶ Guests invited to address the club
- ▶ Guests invited to join

### Membership Orientation

- ▶ Formal induction, including presentation of membership pin and manuals
- ▶ Assignment of mentor
- ▶ Education programs and recognition system discussed
- ▶ Learning needs assessed
- ▶ Speaking role(s) assigned
- ▶ Member involved in all aspects of club activities

### Fellowship, Variety, and Communication

- ▶ Guests greeted warmly and made welcome
- ▶ Enjoyable, educational meetings planned
- ▶ Regularly scheduled social events
- ▶ Members participate in area, district, and International events
- ▶ Inter-club events encouraged
- ▶ Club newsletter/website published and updated regularly

### Program Planning and Meeting Organization

- ▶ Program and agenda publicized in advance
- ▶ Members know program responsibilities and are prepared to carry out all assignments
- ▶ All projects are manual projects
- ▶ Meetings begin and end on time
- ▶ Creative Table Topics™ and activities
- ▶ Positive and helpful evaluations

### Membership Strength

- ▶ Club has 20 or more members
- ▶ Members are retained
- ▶ Promotion of club in the community or within its organization
- ▶ Club programs varied and exciting
- ▶ Toastmasters sponsoring new members recognized
- ▶ Regular membership-building programs

### Achievement Recognition

- ▶ Award applications immediately submitted to World Headquarters
- ▶ Progress charts displayed and maintained
- ▶ Member achievements formally recognized with ceremony
- ▶ Club, district, and International leaders recognized
- ▶ Club and member achievements publicized
- ▶ DCP is used for planning and recognition

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Printed in USA

Rev. 3/2011 Item 290B

# ***NOTES ON WHERE WE CAN IMPROVE***

FIRST IMPRESSIONS – GUESTS:

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FIRST IMPRESSIONS - MEMBERS:

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MEMBERSHIP ORIENTATION:

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FELLOWSHIP:

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VARIETY:

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COMMUNICATION:

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PROGRAM PLANNING & MEETING ORGANIZATION:

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MEMBERSHIP STRENGTH – GENERATING GUESTS:

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MEMBERSHIP STRENGTH – CONVERTING GUESTS:

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ACHIEVEMENT RECOGNITION:

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