



District Governor Meeting and Club Visitation Report

Please print or type clearly. Submit one report for each meeting or club visit being charged to LCI, attach and note it on your Travel Expense Claim Form. This form may be submitted electronically. *Required Fields

*District Governor Name _____ *District Number _____

*State/Country _____ *Meeting/Visit Date _____

*Club Visited _____ *Club Number _____

*Was this a zone-level or multiple-club visit? Yes No If so, please complete a visitation report for each club in attendance.

*Did another district officer represent you at this club visitation? Yes No

*If so, Name and Title of officer _____
(This does not apply to Special Meetings as defined below. Only the district governor is reimbursed for Special Meetings.)

*For Leo/Branch Club Visit – sponsor club name/number _____

*Full Address of Visit/Meeting _____

Purpose of Visit/Meeting: (Travel Expense codes)

- Annual Club Visit (A)**
(Includes zone-level club visits and Leo Club visits)
- New Club Organization (O)**
- New Club Charter Presentation (C)**
- Special (S)** - Please specify one below and explain in Comments Section:
 - Multiple District Council Meeting or Convention** - including GMT/GLT/CEP. (Maximum of 3 reimbursed per year)
 - District Cabinet Meeting or Convention** (Maximum of 4 reimbursed per year)
 - District GMT/GLT/CEP meeting**
 - Club Officers Orientation**
 - Current International Officer visit to District**
 - Charter Anniversary** - 25/50/75th (Reimbursed for in-district clubs only)
 - Weak Club, Club Reorganization or Reactivation** - (Requires pre-approval from District and Club Administration)

Annual Club Visitation Questions

(Please answer for each **CLUB** Visitation. Use comments section to explain any issues)

Yes No

Would you consider this an active club? Yes No

Do you have concerns about the functioning of this club? Yes No

Does the club have a website? Yes No

Does the club have an ongoing service project? Yes No

Is the club effectively promoting club service to its community? Yes No

Do new members receive proper orientation and induction? Yes No

Have you communicated the most recent policy changes and resources that will assist the club? Yes No

Does the club have a plan to retain and recruit members? Yes No

Does this club participate in district activities? Yes No

COMMENTS _____
