**ROTARY CLUB OBSERVATION FORM**

**Name of Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assistant Governor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Evaluation: Rating from 5 (Excellent) to 1 (Needs Work) or NA

1. Setup for Rotary Meeting
2. Organization\_\_\_\_\_\_\_
3. Timely\_\_\_\_\_\_\_\_
4. Ready to Start on Time\_\_\_\_\_\_\_

 Comments:

1. Greeting of Members and Visitors
2. Greeter\_\_\_\_
3. Visitors Welcomed Before Meeting\_\_\_
4. Information to Visitors\_\_\_\_\_\_\_\_\_
5. Welcoming Visiting Rotarians\_\_\_\_\_

 Comments:

1. Meeting Structure
2. Agenda and Start on Time\_\_\_\_\_
3. Pledge, Invocation\_\_\_\_\_\_
4. Welcome to Visitors\_\_\_\_\_\_
5. Member and Visitor Engagement\_\_\_\_\_
6. Participation of Members responsible for projects in Announcements\_\_\_\_
7. Efficiency of Meeting\_\_\_\_
8. Effectiveness of Guest Introduction\_\_\_\_
9. Guest Speaker\_\_\_\_\_\_
10. Questions and Answers\_\_\_
11. Time Management\_\_\_\_\_
12. Happy Dollars\_\_\_\_\_\_\_
13. Closing of Meeting\_\_\_\_
14. Overall Effectiveness\_\_\_\_

Comments:

1. Overall Evaluation

Strengths:

Opportunities for Improvement: