

PROFORMA 2018-19

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 Founder President _____
- f) Name of Founder Secretary _____
- g) Date of Charter Presentation _____
- h) Charter Presented by (Dist. Chairman) _____
- i) Charter Number _____
- j) Number of Members at the time of Inauguration. _____

2. MEMBERSHIP DETAILS

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

k) Do you have friends in other Rotary Clubs of our District? Where we can have a new Inner Wheel Club? _____

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 triage payment of I.I.W. Association and District Dues with in 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 an 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 11th South Asian Rally? _____

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 File International Inner Wheel : Yes/No
- f. Headquarters File : Yes/No
- g. General Correspondence File : Yes/No
- h. Link Club's File : Yes/No
- i. Literature-Publication Newspaper Cutting File : Yes/No
- j. Photo Album : Yes/No
- k. 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 being implemented? _____

10. NAMES OF YOUR LINK CLUBS AND DISTRICTS :

In India

Overseas

11. Pulse Polio Do you manage separate booths usually? What are your activities on NIDs and prior to them? _____

Signature of the President

Signature of the Secretary

NOTE

1. Please fill up the above Forms in full.
2. Send the above Forms, duly completed and filled, at least 20 days prior to the visit of the District Chairman for her perusal and study.
3. Use another sheet if necessary.