**Rating scale for meeting a standard**

1 2 3 4 5

Never meet rarely meet sometimes meet usually meet always meet

First Impressions (how we treat guests)

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| 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 club |  |  |  |
| Guests invited to join |  |  |  |

Membership Orientation (for new members)

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| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| Formal induction, including presentation of membership pin & 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

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| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| Guests greeted warmly and made welcome |  |  |  |
| Enjoyable, and educational meetings planned |  |  |  |
| Regularly scheduled social events |  |  |  |
| Members participate in area, district and international events |  |  |  |
| Interclub events encouraged |  |  |  |
| Club newsletter/website published and updated regularly |  |  |  |

Program Planning and Meeting Organization

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| Program and agenda publicized in advance |  |  |  |
| Members know program responsibilities and are prepared to carryout assignments |  |  |  |
| All projects are manual projects |  |  |  |
| Meetings begin and end on time |  |  |  |
| Creative Table Topics™ and activities |  |  |  |
| Positive and helpful evaluations |  |  |  |

Membership Strength

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| 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 program |  |  |  |

Achievement Recognition

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Rate** | **Challenge** | **Action** |
| Award applications immediately submitted to World Headquarters |  |  |  |
| Progress 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 |  |  |  |

Notes: