



# Lions Clubs International – District A-16

## Region Chairperson Visitation report

Region Chairperson:	Club Visited:
Region:	Date:
Number of Members:	Number Present:

Please review all information available prior to your visit, eg. MMR's, SAR's, bulletins, websites.

### ADMINISTRATION

Descriptor	Yes	No
Did the meeting start on time?		
Did the President follow a prepared agenda?		
Were any guests properly received and introduced?		
Does the club regularly send members to the Club Officer Training Session?		
Are LCI, MDA and District A16 dues paid?		
Are all accounts with LCI up to date?		
Does the secretary submit monthly MMR's on time?		
Does the secretary submit monthly SAR's on time?		
Does the club have an up to date website?		
Will the club be sending delegates to the District A16 Convention?		
Will the club be sending delegates to the MD"A" Convention?		

Please use this box to offer notes on any of the above Administration Items and especially note ways in which you can be of help.

### SERVICE

Briefly describe a recent or a planned service activity. Include the date and how the event was publicized.

### LEADERSHIP

Please record the name and contact information of any member whom you think has the potential to fill a leadership position beyond the club level.

### GENERAL OBSERVATIONS

Signature of President

Signature of Region Chairperson