This list will help you prepare for your club visits. Customize it based on the needs of your clubs and the types of visits you’re making.

**ASSISTANT GOVERNOR**

**CLUB VISIT PLANNER**

Before each club visit

* Review notes and action items from the last visit and communication with the president.
* Review the club’s goals, achievements, ratings, and comments in Rotary Club Central.
* Review reports on My Rotary to understand membership, Foundation contributions, and other trends related to the club.
* Read the club’s newsletters.
* See what the club is doing on social media.
* Ask your district governor for any other information to share with the club.
* Review: Club Membership Profile; Club Fundraising Analysis.

*Add your own tasks:*

* Prepare your remarks / message to the Club to be delivered on your visit.

Club name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Reminders and Activities for Clubs** |
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| Notes | Recommendations |
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