



# District Governor Meeting and Club Visitation Report

Please print or type clearly. Submit one report for each meeting or club visit being charged to LCI, attach and note it on your Travel Expense Claim Form. This form may be submitted electronically. \*Required Fields

\*District Governor Name \_\_\_\_\_ \*District Number \_\_\_\_\_

\*State/Country \_\_\_\_\_ \*Meeting/Visit Date \_\_\_\_\_

\*Club Visited \_\_\_\_\_ \*Club Number \_\_\_\_\_

\*Was this a zone-level or multiple-club visit? Yes  No  If so, please complete a visitation report for each club in attendance.

\*Did another district officer represent you at this club visitation? Yes  No

\*If so, Name and Title of officer \_\_\_\_\_  
(This does not apply to Special Meetings as defined below. Only the district governor is reimbursed for Special Meetings.)

\*For Leo/Branch Club Visit – sponsor club name/number \_\_\_\_\_

\*Full Address of Visit/Meeting \_\_\_\_\_

### Purpose of Visit/Meeting: (Travel Expense codes)

- Annual Club Visit (A)**  
(Includes zone-level club visits and Leo Club visits)
- New Club Organization (O)**
- New Club Charter Presentation (C)**
- Special (S)** - Please specify one below and explain in Comments Section:
  - Multiple District Council Meeting or Convention** - including GMT/GLT/CEP. (Maximum of 3 reimbursed per year)
  - District Cabinet Meeting or Convention** (Maximum of 4 reimbursed per year)
  - District GMT/GLT/CEP meeting**
  - Club Officers Orientation**
  - Current International Officer visit to District**
  - Charter Anniversary** - 25/50/75th (Reimbursed for in-district clubs only)
  - Weak Club, Club Reorganization or Reactivation** - (Requires pre-approval from District and Club Administration)

### Annual Club Visitation Questions

(Please answer for each **CLUB** Visitation. Use comments section to explain any issues)

Yes No

Would you consider this an active club? Yes  No

Do you have concerns about the functioning of this club? Yes  No

Does the club have a website? Yes  No

Does the club have an ongoing service project? Yes  No

Is the club effectively promoting club service to its community? Yes  No

Do new members receive proper orientation and induction? Yes  No

Have you communicated the most recent policy changes and resources that will assist the club? Yes  No

Does the club have a plan to retain and recruit members? Yes  No

Does this club participate in district activities? Yes  No

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_