



## Club Activity Report and Review For The Long Range/Strategic Plan

Altrusa's Long Range/Strategic Plan contains goals that are directly related to the work of all Altrusa Clubs:

- A. **Membership growth** - recruitment, retention, orientation, new Clubs
- B. **Service** - projects, fundraising, collaborative projects, awards
- C. **Member benefits** - planning, leadership development, personal satisfaction
- D. **Image** - internal and external communication

**Note:** The letters in parenthesis ( ) at the end of each item in the Club Activity Report refer to the above.

Thank you for taking the time to complete the Club Activity Report for 2007-2008.

Your report provides valuable information to Altrusa as we work in partnership to achieve the objectives set out in our Long Range/Strategic Plan. This report will assist in measuring Altrusa's success in the realization of its goals.

We can only succeed with the involvement of each Club and its members.

**Remember – We are “Embracing the World” as Leaders in Service!**

Zaida Perez-Mendez  
2007-2009 International President  
Altrusa International, Inc.

**Altrusa International, Inc.**  
**Club Activity Report 2007-2008**

Altrusa International, Inc. \_\_\_\_\_ District \_\_\_\_\_  
Submitted by \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Club Activity Report facilitates planning, provides awards information and Long Range/Strategic Plan monitoring for three important groups:

1. **Your Club.** This report summarizes all of your Club's activities for the last year. It can be used by the next administration of your Club as a planning tool and will help you access your Club's participation in the Long Range/Strategic Plan. You can also use this report to apply for various awards, eliminating the need to fill out additional applications.
2. **Your District.** The report helps the District know and understand what must be done to help strengthen your Club, its work and its involvement in Altrusa's Long Range/Strategic Plan. The report is designed to provide information pertinent to District awards.
3. **International.** The report, when compiled by the District Membership Development Chair or other person designated by the Governor, gives a valuable profile of the District's activity. International prepares a profile report on our progress towards the successful achievement of the objectives identified in our Long Range/Strategic Plan.

**Important:** It is important for your Club to complete this report - there are no "right" or "wrong" answers. Your Club's individuality is what makes Altrusa an integral part of your community.

Club P residents are to submit this report to the District Membership Development Chair or the Governor's designee by May 31, 2007 (see details below).

**INSTRUCTIONS**

1. Complete this report with the assistance of your Club's assigned chairs.
2. Please submit only this report. Keep yours answers as concise and as brief as possible.
3. Mail a copy of the report to the person designated by your District before **May 31, 2008**. Send a copy to the incoming president of your Club so your Club can build on the history of this year.

**Clubs-At-Large:** Please mail your reports to Altrusa International, Inc., 332 South Michigan Avenue, Suite 1123, Chicago, Illinois 60604-4305.

4. If your Club would like to be considered for the **Distinguished Club Award**, send an additional copy of this report to Altrusa International, Inc. by **May 31, 2008**. Your Club must be at Charter Strength (20 members) to be eligible for this award.



6. Does your Club sponsor an ASTRA Club? (B)            yes            no    If yes, how many \_\_\_\_\_?

7. Did your fundraising efforts support your projects? (B)    yes            no

What is your most successful fundraising project? \_\_\_\_\_

\_\_\_\_\_

Is this an annual fundraiser?    yes            no    How much was raised this year? \_\_\_\_\_

8. Did your Club participate with other agencies, local service organizations or Altrusa Clubs in a community Service project? (B)            yes            no

If yes, describe the project and the name of the other agency, Club, or organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. What was your most successful service project? (B, D) \_\_\_\_\_

\_\_\_\_\_

What was the project's purpose? \_\_\_\_\_

Estimate the number of persons benefiting from project \_\_\_\_\_

Promotion/media coverage: \_\_\_\_\_

10. Did you participate in Make A Difference Day?            yes            no

If so, what was your project? \_\_\_\_\_

\_\_\_\_\_

## **Programming**

1. Does your Club have a written Long Range/Strategic Plan?            yes            no

2. Is this plan reviewed each year?            yes            no

a. If no, what was the last date that the "plan" was reviewed by the Club? \_\_\_\_\_

b. If you do not have a plan now, would you like the District Trainer to contact you to help develop one?

yes            no

3. Does your Club evaluate all programs at least annually? (C)            yes            no

4. How often does your Club meet? (C)            Once a month            Twice or more per month

5. Does at least 60% of your membership attend your meetings regularly?    yes            no
- a. Do you hold business and programs meetings?                      Separately            Together
6. Does your Club set goals in all program areas? (C)                      yes            no
- a. Did your Club develop action plans to meet its goals?            yes            no
- b. Did your Club meet its program goals?                              yes            no
7. Is your Club under charter strength?                                      yes            no
- If yes, is your Club partnering with your District in a revitalization plan?    yes            no

**Membership**

1. Total number of members as of May 31, 2007 (A) \_\_\_\_\_ May 1, 2008 \_\_\_\_\_
- From June 1, 2007 to the date that this report is sent, indicate the number of:
- New Members \_\_\_\_\_ Reinstated \_\_\_\_\_ Resignations \_\_\_\_\_ Transferred \_\_\_\_\_
- Dropped for Cause \_\_\_\_\_ Deceased \_\_\_\_\_ Moved from Area \_\_\_\_\_
2. Did your Club establish a membership goal for this year? (A)    yes            no
- a. What was your goal? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
3. Does your Club conduct regular orientations for all members? (A)    yes            no
- a. What techniques do you use for your orientation? (Check all that apply)
- Lectures          Panels          Games          Other (specify) \_\_\_\_\_
- \_\_\_\_\_
4. Did your Club charter a new Club within the past year? (A)    yes            no
- a. What community (or communities) in your area would be a good location for a new Altrusa Club?
- \_\_\_\_\_
- b. Is your Club planning to organize a Club in the community listed?    yes            no
5. Did your Club participate in the International "Add An Altrusan Day?"    yes            no
- a. Describe your event and the success of the event \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. What other membership recruitment procedures are used by your Club? (A) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What methods did your Club use this year to retain members? (A)

Check all that apply

Telephone follow-up when the members miss meetings

Ongoing orientation

Interesting and varied programs/meetings

Service projects that meet members' interests

Strong partnerships between member and sponsor

Other: \_\_\_\_\_

## **Leadership**

1. Does your Board of Directors meet monthly?      yes                  no
  - a. Are committee chairs and members invited to attend Board meetings?      yes                  no
2. Do your program committees meet at least one time a month?                  yes                  no
3. Does your Club hold a joint training session for retiring and incoming officers and committee chairs, which includes the passing along of files?                  yes                  no
4. Does your Club use your District's annual workshops or leadership training sessions to help in training officers and chairs? (C)                  yes                  no
5. How many members, including delegates, attended the last District Conference? \_\_\_\_\_
6. How many members, including delegates, attended the last International Convention? \_\_\_\_\_
7. If your Club does not regularly have representatives at District Conferences or International Conventions, what are the reasons? (B, C) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What topics would you like to see addressed at your District Conference and/or International Convention related to training? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Communications

1. Does your Club publish a newsletter? (D)                      yes                      no

a. How many times per year? \_\_\_\_\_

2. To whom did you send your newsletter? (D)

Check all that apply

International Office

International Officers                      All                      Selected

International Chairs                      All                      Selected

District Officers                      All                      Selected

District Chairs                      All                      Selected

3. Did your Club publish a Yearbook? (D)                      yes                      no

4. Does your Club have a page on the World Wide Web? (D)                      yes                      no

a. What is the main objective of your website?

Communications                      Publicity                      Other \_\_\_\_\_

b. Is Club newsletter sent electronically by e-mail?                      yes                      no

c. Please give the address of your Club's Website: \_\_\_\_\_

5. Does your Club publish a brochure? (D)                      yes                      no

If yes, what is the primary purpose of the brochure?

General image building                      Promote membership

Promote a service project                      Promote a fund-raiser

Other \_\_\_\_\_

6. What is the total number of times Altrusa public service announcements and/or paid advertisements were aired on all local radio, television stations, including cable? (D) \_\_\_\_\_

\_\_\_\_\_

7. How many Club-related articles and/or paid advertisements were published in your newspaper? (D) \_\_\_\_\_

\_\_\_\_\_

8. Do you submit information about your Club's activities to the International Office for Altrusa publications?

yes                      no

