

**Membership Report Form**

**2016-2017**

**Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual Completing Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preparer’s e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preparer’s telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**District 3 Club Achievement Form 2016-2017**

**Membership Committee**

**Instructions:**

Following the guidelines below, send your completed report form by mail or email, postmarked **no later than 15 June 2017**, to:

1. Lt. Governor, Joanne Gallos, jgallos@verizon.net, 9 King Court, Annapolis, MD 21401
2. Governor Donna Clark, donna.clark1@verizon.net, 3335 Elsa Avenue,

 Waldorf, MD 20603

1. Area Director for your Club:
* **A1** – Suzanne Scalcione, scal346@aol.com, 346 Littleworth Lane,

 Sea Cliff, NY 11579

* **A2** – Pamela Morgan, pemorgan@aol.com, 231 West 6th Avenue,

 Roselle, NJ 07203

* + - **A3** – Debra Crum, dlc13@comcast.net, 643 Springhouse Lane,

Hummelstown, PA 17036

* **A4** – Carol Beechler, candlecrew04@yahoo.com, 10301 Amberleigh Court,

Manassas, VA 20110

**Goals for the 2016-2018 Biennium**

* Achieve net growth in club membership
* Sponsor new clubs in formation
* Recruit a diverse, multicultural membership
* Recruit members who will keep the club membership viable and vital
* Develop a plan for retention of new and current members
* Develop a mentoring plan for new members
* Plan programs of interest to both members and guests
* Keep all members informed about area, district and international programs
* Encourage club members to attend area workshops, district conferences and international conventions
* Educate new members so that they know what is expected of them and give them positions of responsibility soon after they join
* Provide adequate leadership training for all members, especially those already in leadership positions
* Revitalize clubs with new ideas for service and fund raising

**Responsibilities of the Membership Committee**

* Define short and long term membership goals
* Develop a Membership Plan for recruiting and retaining members and design activities that will help identify new members
* Encourage every member to identify prospective members throughout the year
* Identify a mentor for each new member
* Evaluate committee progress on a continuing basis
* Explore the possibility of establishing new clubs, new Z and/or Golden Z clubs

**Organization of New Clubs**

The organization of a new club is considered a service project for a Zonta club and may be undertaken by one or more members and clubs. Service monies, i.e. monies raised from the public, should not be used for O&E.

**Classification**

* Each club should consist of members in a variety of classifications (professions). A list of classifications is available on the website, [www.zonta.org](http://www.zonta.org), including instructions on how to use the system.
* The number of classifications represented in the club shall be according to the club’s bylaws.

**Guidelines**

Complete the report form by answering all questions. Number your answers to correspond with the number of the questions. You may attach any relevant information such as reports, membership plans, recruiting publicity, etc..

**1. Number of members who paid 2016-2017 dues as of 6/l/16 and 6/1/2017**

**3. If any member terminated his/her membership, what prompted the termination?**

**4. Do you have a membership plan? If yes, attach the plan. If no, explain why not.**

**5. Has your club set short term and long term membership goals? If yes, what are they, and did you reach the goal set for 2016-2017? If no, explain why not.**

**5. Does your club hold a planning session and/or retreat? If yes, how often is one held and what is the format? Please describe.**

**6. Does your club have a mentoring plan in place for new members? If yes, please explain. If no, explain why not.**

**7. What new methods did your club use to help recruit potential members?**

**8. Has your club addressed how to retain new and current members? If so, how has it been done? If not, does your club plan to address retention?**

**9. Has your club made a concerted effort to connect members to area, district and international by keeping members informed? Explain.**

**10. Has your club pursued any new initiatives in service and/or fund raising?**

**11. Has your club provided leadership training for those in leadership positions? If so, how? Describe fully.**

**12. Did your club sponsor, organize or mentor a new Zonta Club?**

**Area, District & International Involvement**

**1. How many members attended the District 3 Conference in 2016? How many attended 2017 area workshops?**

**2. How many of these members were first timers?**

**3. How do you encourage members to attend area, district and international events?**

**4. Does your club provide any financial assistance for members to attend area workshops, district conferences or international conventions? If so, what is provided? Registration? Hotel? Transportation?**