



## CLUB ACTIVITY REPORT

The Club Activity Report provides valuable information to Altrusa as we work in partnership to achieve the organization's objectives. This Report provides pertinent information for three important groups:

1. **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 goals and objectives of the Association.
2. **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 International.
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.

The Club Activity 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.

- **Club Activity Reports** are submitted to the **District**.
- **Distinguished Club Award Applications** are separate from Club Activity Reports and are submitted directly to the **Altrusa International Office**.

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## CLUB ACTIVITY REPORT

### INSTRUCTIONS

1. Complete this report with the assistance of your Club's assigned chairs.
2. Club Presidents are to submit this report to the District Membership Development Chair or the Governor's designee by **June 1<sup>st</sup>**. Please refer to the Club Activity Report Submission Address List. Send a copy to the incoming president of your Club so your Club can build on the history of this year.
3. **Clubs-At-Large:** Please mail your reports to Altrusa International, Inc., 332 South Michigan Avenue, Suite 1123, Chicago, Illinois 60604-4305, by **June 1<sup>st</sup>**.



## CLUB ACTIVITY REPORT

Altrusa International, Inc. \_\_\_\_\_ District \_\_\_\_\_

Submitted by \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

**SERVICE** - Check all that apply to your Club. **My Club:**

- Submitted a Mamie L. Bass Award entry \_\_\_\_\_  
(Project Name)
- Submitted a Letha H, Brown Award entry \_\_\_\_\_  
(Project Name)
- Submitted a Nina Fay Calhoun Award entry \_\_\_\_\_  
(Project Name)
- Initiated a new service project \_\_\_\_\_  
(Project Name)
- Participated with other civic clubs on projects \_\_\_\_\_  
(Project Name)
- Conducted a Make a Difference Day project \_\_\_\_\_  
(Project Name)
- Sponsored an ASTRA Club. New ASTRA Club Name \_\_\_\_\_
- Club members contributed \_\_\_\_\_ hours of community service; service hours toward planning and implementation of service projects, fundraising for projects, ASTRA and New Club Building projects.
- Club members contributed \_\_\_\_\_ hours of member service; hours donated by members for newsletter production, workshop/conference/convention attendance.
- Club members contributed \_\_\_\_\_ hours of volunteer hours; hours donated by members to non-Altrusa organizations such as volunteer boards, hospitals, non-profit organizations.

# CLUB ACTIVITY REPORT

(continued)

**PROGRAMMING** – Check all that apply to your Club. **My Club:**

- Has a strategic plan that is evaluated and updated yearly.
- Has at least 60% of membership at each meeting.
- Sets goals in all program areas.
- Meets \_\_\_\_\_ times per month.

**MEMBERSHIP** – Check all that apply to your Club. **My Club:**

- Had a 10% net increase in membership.
- Had a 15%+ net increase in membership.
- Met its membership goals.
- Chartered a new Club. New Club Name \_\_\_\_\_
- Participated in “Add an Altrusan Day”.
- Has successful retention activities in place (Please Describe)

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**LEADERSHIP** – Check all that apply to your Club. **My Club:**

- Had monthly Board of Directors Meetings.
- Had monthly Committee Meetings.
- Had joint training sessions for new and retiring officers.
- Had members attend District Workshops, regional trainings, etc.
- Had members lead segments of District Workshops, regional trainings.
- Sent its full compliment of delegates to District Conference.
- Sent its full compliment of delegates to Int. Convention.
- Have \_\_\_\_ members serving on other local boards.
- Has a member serving on a District or International Committee.
- Has a member serving on the District or International Board.

# CLUB ACTIVITY REPORT

(continued)

**COMMUNICATIONS** – Check all that apply to your Club. **My Club:**

- Has a web page.
- Publishes a newsletter.
- Sends its newsletter electronically.
- Has good success having articles printed for free in the newspaper.
- Number of articles published \_\_\_\_\_.
- Published a brochure.
- Sent local Club publications to District Officers.
- Sent local Club publications to International Officers.
- Sent information to be included on District website.
- Sent information to be included on International website.

**INTERNATIONAL FOUNDATION** – Check all that apply to your Club. **My Club:**

- Contributed to the International Foundation.
- Has \_\_\_\_\_ members who belong to Club 21.
- Applied for but did not receive a grant.
- Applied for and did receive a grant.
- Has a foundation under the Internationals umbrella.
- Held a specific fundraiser for the Foundation\_\_\_\_\_.
- Participated at Conference in fundraising for Foundation.
- Participated at Convention in fundraising for Foundation.

**Please share any comments you may have or share fundraising activities.**

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Thank you for your valuable information!