



Checklist for DG's official club visit

1. Latest Club Constitution & Amended Bylaws
2. Charter Certificate
3. Club Roster
4. Proof of payment of RI Dues, District Dues & Magazine Subscription
5. Budget for current year
6. Audited accounts of club of the previous year
7. Roster of **"Filled & Unfilled"** classification
8. Attendance Register and Reports,
9. Minutes of Regular Weekly Meeting, Club Assembly and Board of Director's Meetings & Committee Meetings
10. Objectives, Plans and Programs of the year
11. List and briefs of ongoing Matching Grant/Global Grant/District Grant Projects & Applications
12. List of PHF/ MPHF/PHS/Major Donors members etc.
13. Copies of Club Bulletins
14. Strategic Plan of the club
15. Club organogram