



# Vasavi Clubs International®

## FORMAT NO. 2002



### GOVERNOR'S OFFICIAL VISIT INFORMATION SHEET

1. Name of the Governor \_\_\_\_\_ Dist. V \_\_\_\_\_ A
2. Name of the Club : \_\_\_\_\_ Code No \_\_\_\_\_
3. District : \_\_\_\_\_
4. Sponsored by : \_\_\_\_\_
5. Date of Inauguration : \_\_\_\_\_
6. Name of the Charter President : \_\_\_\_\_
7. a) Membership as on 31st December of Previous Year : \_\_\_\_\_  
b) Membership as on \_\_\_\_\_ (Visit date) : \_\_\_\_\_
8. How many New Members you intend to take : \_\_\_\_\_
9. What is your Subscription amount : \_\_\_\_\_  
a) Annual / Life : \_\_\_\_\_  
b) Entrance Fee : \_\_\_\_\_
10. District dues Payment Receipt No. : \_\_\_\_\_
11. Date of Elections held for the Current year : \_\_\_\_\_
12. Date of Installation of Current year Team : \_\_\_\_\_
13. Have you sent the list of Board Members & General Body  
to the Dist. Office / International Secretariat : \_\_\_\_\_
14. How many Clubs you intend to extend this year : \_\_\_\_\_
15. How many Clubs extended so far (enclose list) : \_\_\_\_\_
16. Have you prepared the Budget for the Current year : \_\_\_\_\_
17. Attendance of the BOD/Executive Committee  
during the visit : \_\_\_\_\_
18. Members present : \_\_\_\_\_
19. How many KCGFs are there in your club : \_\_\_\_\_
20. How many KCGFs you plan in this year : \_\_\_\_\_
21. Date of Zone Chairperson's visit : \_\_\_\_\_
22. Date of Region Chairman's visit : \_\_\_\_\_

23. Do you have any Permanent Project? give details : \_\_\_\_\_  
\_\_\_\_\_

24. Do you plan for major fund raising programme, give details \_\_\_\_\_  
\_\_\_\_\_

25. Types of Records maintained : Tick the appropriate

- G.B./BOD Minutes Book
- Photo Album
- Ledger

- Members Rooster
- Club Correspondence file
- Bank Pass Book / Deposits

- Record Book
- Cash Book
- Receipt Book

26. Programmes conducted under

<b>S</b>	:	_____	<input type="checkbox"/>
<b>A</b>	:	_____	<input type="checkbox"/>
<b>M</b>	:	_____	<input type="checkbox"/>
<b>S</b>	:	_____	<input type="checkbox"/>
<b>K</b>	:	_____	<input type="checkbox"/>
<b>R</b>	:	_____	<input type="checkbox"/>
<b>U</b>	:	_____	<input type="checkbox"/>
<b>T</b>	:	_____	<input type="checkbox"/>
<b>H</b>	:	_____	<input type="checkbox"/>
<b>I</b>	:	_____	<input type="checkbox"/>

Remarks of the Governor \_\_\_\_\_  
\_\_\_\_\_  
 \_\_\_\_\_

Date of Visit : \_\_\_\_\_

<b>Governor</b>	<b>Club President</b>	<b>Club General Secretary</b>
Name : _____	Name : _____	Name : _____
Sign. : _____	Sign. : _____	Sign. : _____