DISTRICT OFFICER’S CHECKLIST FOR RENAISSANCE PROGRAM

- Utilize 25 & under clubs report to identify clubs in the division.
- Complete an initial assessment of each 25 & under club.
- Determine resources for a club’s support team.
- Identify primary contact in each 25 & under club.
- Review Renaissance Program with the primary contact.
- Request a meeting with the club’s board of directors.
  When meeting with the club leaders, the assigned district officer should:
  a) explain what assistance is available and how it can be utilized;
  b) help the board develop a plan specific to the club’s needs;
  c) ask for a membership chairperson to lead the Renaissance Program;
  d) urge that the plan be adopted by the club as a whole;
  e) be actively involved to guide the club in setting realistic goals;
  f) have the club commit to a start date and end date;
  g) include a volunteer field representative on a support team for the club.

- To be closely involved with the club, the assigned district officer should:
  a) commit to support the club by being on hand when the club’s membership chairperson presents the completed plan to the club;
  b) schedule his/her visits to work with the club to implement the plan;
  c) on a regular basis, monitor and evaluate progress toward the club’s goals;
  d) when practical, attend board meetings, projects or club meetings;
  e) take time to meet all members during the year.

- The assigned district officer reports monthly to the district president to:
  a) assess the club’s progress toward the plan’s goals;
  b) recommend changes or revisions to help achieve goals;
  c) evaluate commitment of club officers to the plan;
  d) suggest additional methods of support the district can provide.

- Follow through ... follow through ... follow through!