



## Division Governor's New Club Checklist

**Division:** \_\_\_\_\_

**Responsible Area:** \_\_\_\_\_

Community/Company Name: \_\_\_\_\_

**Location:** \_\_\_\_\_

**Meeting Day / Time:** \_\_\_\_\_

| Team Member Position | Name | Phone | Email | Notes |
|----------------------|------|-------|-------|-------|
| Point of Contact 1   |      |       |       |       |
| Point of Contact 2   |      |       |       |       |
| Div Governor         |      |       |       |       |
| Area Governor        |      |       |       |       |
| Sponsor 1            |      |       |       |       |
| Sponsor 2            |      |       |       |       |
| Mentor 1             |      |       |       |       |
| Mentor 2             |      |       |       |       |
| Kickoff TM of Day    |      |       |       |       |
| Kickoff Table Topics |      |       |       |       |
| Kickoff Speaker      |      |       |       |       |
| Kickoff Eval         |      |       |       |       |
| Club President       |      |       |       |       |
| Club VPE             |      |       |       |       |
| Club VPM             |      |       |       |       |
| Club VPPR            |      |       |       |       |
| Club Secretary       |      |       |       |       |
| Club Treasurer       |      |       |       |       |
| Club Sgt-At-Arms     |      |       |       |       |

| Task                         | Completed Date | Free Stuff Incentives!   | Needs for Kickoff Mtg         |
|------------------------------|----------------|--|-------------------------------|
| <b>First Contact</b>         |                | <b>20+ Attendees = Kickoff Kit!</b><br><b>Charter in 30 days = Club Banner</b> | Agenda                        |
| <b>Kickoff Date</b>          |                |  | Gavel                         |
| <b>2nd Meeting</b>           |                |  | Stopwatch                     |
| <b>3rd Meeting</b>           |                |  | Timing Cards or Lights        |
| <b>Fees Collected/Mailed</b> |                |  | Banner if possible            |
| <b>Charter Received</b>      |                |  | <b>NEW CLUB CHARTER FORMS</b> |
| <b>Charter Meeting/Party</b> |                |  |                               |

New Club Chair  
Lt Governor Marketing

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District 84 - "Raising The Bar!"  
[www.ToastmastersD84.org](http://www.ToastmastersD84.org)