

## CLUB CHECKLIST

This checklist was developed for leaders and dancers to assess the effectiveness of their club operations. You may enjoy scoring your own club against this list and comparing your score with the rating given at the end of the list. Club leaders may also like to request their members to complete the checklist and return it so as to provide a pulse of their own club operations.

## INSTRUCTIONS

If you feel your club accomplished an item very well, two (2) points are to be given. If the result of an item is "so-so," only one (1) point is credited. Zero (0) points are given if your club is missing the boat. If an item on the list does not apply to your club, add two (2) points to the final score for each non-applicable item.

1. Dance facility is open and completely set up approximately 30 minutes prior to the start of the dance.
2. Caller is hired/available for each dance and made aware of club activities, needs and dance level for the night.
3. Appropriate introduction and appreciations offered at the dance for the caller, cuer and guests.
4. Club banner and a current attractive bulletin board is set up before the dance.
5. Club officers (host/hostess) greet club members and guests at the door as they arrive. Club officers bid farewell as members and visitors leave.
6. Club officers set an example of the "ideal square dance leader" as to dress, promptness, enthusiasm and knowledge of the square dance community activities.
7. The club leaves the dance hall in as good or better condition than it was found.
8. Special efforts of individual club members are recognized.
9. Special dance dates and club activities are announced at every dance. Club members are attentive to announcements.
10. Club members dance with caller's taw and with as many guests as possible.
11. Club members are encouraged or instructed to fill squares promptly. Squares are filled promptly.
12. Club members make special effort to dance with new members.
13. Club plans, activities and functions involve all club members.
14. Club activities and functions are made to be fun and not work.
15. Club notifies Area and State Organizations of change in dance schedules, dance locations, callers, officers, etc.
16. Club articles, publicity and dance information are submitted to local news media and Area, State and National dance publications periodically.
17. The Club Constitution, by-laws and Policies are issued to all new club members. Updated documents are distributed to all members.
18. Club Officers publicize the Area and State Association functions and activities and keep club members educated of their services.
19. Club is incorporated, insured and covered by BMI/ASCAP Licenses.
20. Club actively supports the Area and State Organizations, their festivals, conventions and activities.
21. Members wear Club and Association badges for identification and to indicate support and loyalty to their organizations.
22. Club Historian appointed to compile pictures, rosters, clippings and other articles that would be of interest to club members now and in the future.
23. Club Delegate(s) attends every Area Association Meeting.
24. Open Club Meeting held at least once or twice a year.
25. Elections are conducted by nominations, preparation of a slate of officers, followed by club vote at a later date.
26. Minutes are made of each club meeting and parliamentary procedures are followed.
27. Contracts or Agreements are executed for the hiring of club caller/cuer or any guest caller/cuer for specials.
28. Club Membership Roster is prepared and distributed to club/class members, Area and State Organizations.
29. All club members are made aware of any policy or procedure change well in advance of implementation. Secrecy and cliques are avoided in all club activities.
30. New officers and potential officers are scheduled into leadership seminars or provided other means for their education.
31. Club financial records are audited yearly or before new officers or treasurer takes office.
32. Club Board and Special Meetings are scheduled and conducted in accordance with the club by-laws.
33. All club members provide support to class lessons each year.

34. New students are taught about the total square dance activity during their class lessons to include: club history; club operations; area, state, national, international organizations; national dance conventions; dance publications; officer duties and responsibilities; club member duties and responsibilities; etc.
35. Square dance handbooks, information sheets, handouts, data, publications and other documents are distributed to class members during their lessons.
36. Offer, acceptance and confirmation of dance dates, locations, etc. are made in writing with a guest caller/cuer prior to the dance date.
37. At least two club members' names and phone numbers are provided as points of contact when a guest caller/cuer is hired.
38. Different people are appointed to special committees. The workload is shared among all the club members.
39. A Club Calendar is developed covering club activities 12 months in advance. Copies are distributed to the club members and maintained current.
40. Club does not schedule Specials that conflict with Specials of other local clubs.
41. Require two signatures on all checks issued from the club treasury.
42. A special club party or activity is sponsored each month or quarter as required to maintain high morale and promote fun and fellowship.
43. Visitations are periodically scheduled to visit other clubs on their regular dance night.
44. The Club supports local Teen Clubs, Senior Clubs or Handicapped Groups.
45. Club supports local nursing home, charity, and community or service organizations.

46. Club promotes and supports the established National Square Dance Month.
47. Club members set proper examples as to proper square dance attire, promptness, enthusiasm, knowledge of square dance community activities, etc.
48. Club caller/cuer sets proper example as to dress, promptness, enthusiasm, dance program, professionalism, etc.
49. Good relationships are maintained between the caller, cuer, leaders and club members.
50. Club members are eager to volunteer for tasks and to serve as club officers or association officers.

**TOTAL your points. If your Total Points are:**

- 100-85 — you are dancing in Utopia with your eyes closed.**
- 84-69 — you have a very good club, tries to keep up the good work.**
- 68-52 — you have a middle-of-the-road club, try to make it better.**
- 51-40 — start doing something about your weak points.**
- 39-0 — your problems are greater than the pleasure, GET HELP!**



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Live Live! -



**Square Dance!**

This information sheet was developed by the Education Committee of the UNITED SQUARE DANCERS OF AMERICA, INC. and will provide dancers and leaders with an analysis guideline for their club operations. A review of the completed club checklist will depict areas needing improvement in their club operations.

Leadership Education material can also be printed directly from USDA web site at [www.usda.org](http://www.usda.org)

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