



EXCHANGE

THE NATIONAL EXCHANGE CLUB

America's Service Club

DISTRICT GROWTH AND ADMINISTRATIVE PLAN REQUIREMENTS

- Each District shall maintain a three-year District Growth and Administrative Plan, updated annually, and submitted to National Headquarters (admin@nationalexchangeclub.org) by **June 30** each administrative year.
- Districts are encouraged to use all resources available to construct their Action Plans, including Volunteer Field Representatives and Regional Vice Presidents.
- The National Board shall consider all Plans at the Fall National Board meeting and approve the plans with modifications and action items where necessary. Districts with modified plans will be expected to make quarterly updates to National Headquarters on progress.
- **Additional documents/details may be forwarded to admin@nationalexchangeclub.org.**

DISTRICT GROWTH AND ADMINISTRATIVE PLANS SHOULD INCLUDE THE FOLLOWING:

GROWTH:

- A plan to build at least one new Exchange Club annually
- A plan for membership recruitment
- A plan for membership retention
- Achieve net growth over the past three administrative years in both membership and clubs.
- Have a goal to achieve membership growth (non-Excel or Collegiate) per administrative year.
- Achieve a minimum of 15 Exchange Clubs (non-Excel or Collegiate) by June 30 annually.

LEADERSHIP DEVELOPMENT

- Maintain a three-year leadership development and succession plan, updated annually.
- A majority of district board members shall attend all district board meetings, conventions, and conferences.
- A minimum of 33% of district clubs shall be represented at district conventions and conferences.
- A majority of Club Presidents-Elect shall receive leadership training (either through the Exchange Education Courses or a live training session led by a Volunteer Field Representative) prior to July 1.
- All incoming division directors shall receive leadership training (either through the Exchange Education Courses or a live training session led by a Volunteer Field Representative) prior to July 1.
- District President-Elect shall attend the National Mid-Year Conference (as applicable).

PROGRAMS OF SERVICE PARTICIPATION

- A minimum of 50% of district clubs should earn the National Service Award.
- A minimum of 50% of district clubs should conduct at least one Prevention of Child Abuse project.
- District awards program to be in place.

EDUCATION

- Develop a training plan for:
 1. District officers and directors
 2. Club officers and directors
 3. District members

The training plan can include the Exchange Education Courses, district-wide training events, regional training events, or individual club training; and must include a provision for training opportunities at the district's annual convention. Districts are encouraged to utilize Volunteer Field Representatives and National Representatives to provide training.

ADMINISTRATION AND FINANCE

- Hold a minimum of three district board meetings annually. Meetings can be held onsite, or via teleconference, or video conference, but must have a quorum to count as a meeting.
- District President and District President-Elect shall file timely reports with National Headquarters, National President, and Regional Vice President (as required).
- Prepare and approve an annual operating budget for the district by July 1 of each year.
- The books and records of the district shall be reviewed by an independent committee appointed by the District President, on an annual basis.
- A copy of the district's Federal Form 990 (990, 990EZ, or 990N) should be properly filed with the IRS by November 15 annually, with a copy to National Headquarters.
- A District Newsletter should be published a minimum of three times per administrative year.

DISTRICT GROWTH AND ADMINISTRATIVE PLAN

Date Submitted: _____ For Exchange Year: 20 - 20

Submitted by: _____

Email: _____ Phone: _____

Full District Name: _____

All District officers, board members, and volunteer field representatives participate in the ongoing development and review of this growth and development plan: YES NO

ALL QUESTIONS ARE REQUIRED

SECTION 1 – GROWTH AND RETENTION

1.1: Current 3-year growth plan is in place and discussed/reviewed regularly:

YES NO

1.2: Year last Exchange club built (NON-Excel or Collegiate): _____

1.3: Full name of last Exchange club built (NON-Excel or Collegiate):

1.4: Last Exchange club built (as noted above) is still an active club: YES NO N/A

1.5: Current plan includes building at least one new Exchange club annually: YES NO

1.6: Potential new club locations:

1.7: Current plan includes membership recruitment: YES NO

1.8: Current plan includes membership retention: YES NO

1.9: Strategy for membership recruitment AND retention:

1.10: Net growth over past three administrative years in both Exchange Club membership and Exchange clubs has been achieved: YES NO

1.11: Strategy to achieve membership growth annually is on target: YES NO

1.12: Current number of clubs meet district minimum of 15 Exchange clubs: YES NO

1.13: Additional comments regarding Growth and Retention:

SECTION 2 – LEADERSHIP DEVELOPMENT

2.1: 3-year leadership development plan is in place and updated annually: YES NO

2.2: 3-year succession plan is in place and updated annually: YES NO

2.3: 3-year leadership development and succession plan:

2.4: Majority of district board members regularly attend meetings, conferences, and conventions:

YES NO

2.5: At least 33% of Exchange clubs regularly represented at district conventions and conferences:

YES NO

2.6: Majority of Presidents-Elect received training: YES NO

2.7: Majority of district and club officers (including division directors) completed the Exchange Education requirements: YES NO

2.8: District board members received training: YES NO

2.9: District President-Elect attended National Leadership Summit (as applicable): YES NO

2.10: District President and District President-Elect regularly attend monthly virtual leadership training meetings: YES NO

2.11: District President and District President-Elect regularly attend quarterly virtual Region meetings:
 YES NO

2.12: District President attended the National Convention: YES NO

2.13: District President-Elect attended the National Convention: YES NO

2.14: Additional comments regarding Leadership Development:

SECTION 3 – PROGRAMS OF SERVICE PARTICIPATION

3.1: At least 50% of clubs earned the National Service Award: YES NO

3.2: At least 50% of clubs conducted a Prevention of Child Abuse project: YES NO

3.3: District awards program is in place: YES NO

3.4: District submits for National Youth Awards: YES NO

3.5: District submits for National Exchange Club Member of the Year Award: YES NO

3.6: District intentionally participates in other available National awards: YES NO

3.7: Additional comments regarding Programs of Service participation:

SECTION 4 – EDUCATION

4.1: Focused training opportunities using the member website are provided for club and district officers and directors: YES NO

4.2: Focused training opportunities using the member website are provided for members: YES NO

4.3: Focused training opportunities are included in District Conventions/Conferences: YES NO

4.4: Volunteer Field Representatives are utilized for training opportunities: YES NO

4.5: Additional comments regarding Education:

SECTION 5 – ADMINISTRATION AND FINANCE

5.1: District held a minimum of three board meetings for current administrative year: YES NO

5.2: District budget was approved: YES NO

5.3: District financial records were audited: YES NO

5.4: District's Federal Form 990 (990, 990EZ, or 990N) was properly filed with IRS by November 15 with copy to National Headquarters: YES NO

5.5: District newsletter is published at least three times per year: YES NO

5.6: Additional comments regarding Administration and Finance: