



CONFERENCE CLUB INSPECTION AND EVALUATION

Club inspections are conducted by the Conference Youth Director and/or the Area Coordinator to help the local leaders make their clubs more effective. The inspectors are there to serve you. The Director can use inspections to help the leaders understand what to verify when they are performing their duties as Club Directors and stretch their potential. Secondly it provides a time for the Coordinator or Youth Director, or both, to offer suggestions tailored specifically to your needs. Use the next few pages as a guideline for every weekly meeting.

A. SUGGESTIONS FOR THE DIRECTOR

1. The club is to use the inspection like a mirror to see how sharp they can look. Recognize the inspection as an opportunity to be positive and to encourage the club with how well they are doing and how good they can become. Club inspections are part of “President’s Award” requirements.
2. Send in a request for inspection by October 5 or 2 months in advance of any Investiture Ceremony, to arrange a date for an inspection.
3. The formal inspection should be announced to the Master Guides at least two weeks in advance.
4. Have your own inspection a week or two before the inspectors come. Give written suggestions of members as needed. If the sleeve insignia are not in quite the right place, for example, mark on the sleeve the proper position and ask them to have it changed by inspection night.
5. When the inspectors arrive, introduce them, and give them a few minutes to say a little about why they are there.
6. The Director should not plan distinctive features, such as guest speakers, for the club inspection meeting. Duplicate as closely as possible a regularly scheduled club meeting.

B. EXPLANATION OF INSPECTION SHEET

1. Formation and ceremonies

Special attention will be given the opening ceremonies and the formal personal inspection. Inspectors will look for straight lines, precise movements, position of Attention, proper posting of colors, Master Guide participation in ceremonies such as the pledge, law, and prayer.

2. Uniforms

- a. Inspectors will look for the basic uniforms – full dress, Class A.



- b. Sashes and neckerchiefs are required for full points.
- c. Special attention is given to the insignia. They must be sewn on properly and in the specified position. Watch for things like the distance between the club's name strip and the Master Guide triangle. The top of the triangle, for Master Guides, should be ½ inch below the lowest point on the club's name strip.
- d. Master Guide belts and buckles must be worn for full points.
- e. Buttons should be buttoned, belt buckles right side up, proper shoes, etc.
- f. Points will be taken off for non-Master Guide emblems, pins, clothing, etc.

3. **Personal appearance**

- a. Clean hands, face, fingernails
- b. Hair neatly groomed
- c. Uniform clean, tucked in and worn proudly
- d. Good posture

4. **Courtesy and discipline**

- a. Common courtesy – do the Master Guides treat each other and their leaders courteously? Points may be taken off if Master Guides are talking and fooling around during announcements, etc.
- b. Proper respect during the formal personal inspection. Master Guides should speak only when asked a question and should follow their answer with “sir” or “ma’am.”
- c. Do the Master Guides follow directions quickly and well? Are they where they should be, doing what they should be doing?

5. **Drill**

At some time during the club meeting, a few minutes should be scheduled to demonstrate that the club can march and that the club has a well-organized program for learning drill. Most clubs include Master Guides with various levels of marching skill. During the demonstration you may demonstrate your normal drill instruction methods with different classes for beginners through advanced, and a fancy drill team. The inspectors will want to see the following:

- a. Dress right dress, and ready front.
- b. Present arms and order arms.
- c. Parade rest.
- d. Left, right and about face.
- e. Forward march and halt
- f. Rear march
- g. Columns and flanks
- h. Open Ranks for Inspection

6. **Spiritual programming**

Does the Club have a devotional, at the beginning and closing prayer, and gives evidence of spiritual activities in its weekly programming?



7. **Honors and classwork**
Are all the Master Guides actively and productively involved in AY Classwork? Do they take care of tools and equipment? Do they clean up after class and put away the tools and supplies?
8. **Club Meeting program**
This is concerned with the time lost during the change from one activity to the next. A club which is well-organized, disciplined, and enthusiastic should lose little time. Includes fall in and dismissal at beginning and end of club meetings.
9. **Flags and guidons**
Should be displayed attractively.
9. **Records, files, and monthly calendar**
The Club Secretary should show that a regular record is being taken and that a personal file is kept on each Master Guide. Points are awarded based on records kept, calendar available and total membership in attendance during inspection.

C. **LEADERSHIP NOTES**

When the inspector hands the Director the Master Guide Club Inspection and Evaluation form at the end of the Master Guide meeting, you will notice a section at the bottom entitled “Leadership Notes.” There are no points or grading involved. The inspectors may or may not make notes in these columns. If you want them to make a note in each column, please mention this to the inspectors when they arrive.

1. **Environment.** Is the physical setting attractive, well lighted, and clean? Is there adequate space for all the Master Guide needs? Are the buildings and fixtures well maintained?
2. **Teamwork.** Are there adequate personnel? Do they know what is expected of them? Are the responsibilities spread evenly, or is the Director usually the center of all activity?
3. **Program.** Is there a good balance of physical, social, spiritual, and mental activity? Are the classes and other activities appropriate to the age group?
4. **Organization and planning.** Are club records and paper materials kept filed for quick use or reference? Are all the supplies and equipment in the right place at the right time? Is everyone ready to perform their job when needed?
5. **Teaching methods.** Do the teachers keep the interest of the Master Guides? Do they carefully explain what is to be learned or done at the beginning of each class? Do they assist each Master Guide when needed? Do they allow time for proper clean-up? Do they ask summary questions at the end of the class time when appropriate to make sure the Master Guides have understood what was taught?



MASTER GUIDE MINISTRY INSPECTION AND EVALUATION FORM

To be used by Area Coordinators ONLY or designated Council Staff

Staff _____ Members _____ Date _____
 Performed By: _____ Date _____

| Evaluation | Points 1-10 | Notes |
|-----------------------------------------|----------------|------------------------------------------------------------------------|
| 1. Formation and Ceremonies | | |
| 2. Uniforms | | |
| 3. Personal Appearance | | |
| 4. Courtesy and Discipline | | |
| 5. Drill | | |
| 6. Spiritual Programming | | |
| 7. Honor and Craft and Activity | | |
| 8. Club Meeting Program | | |
| 9. Flags | | |
| 10. Records, Files and Monthly Calendar | | |
| Total Score | | 95-100 excellent 85-94 good 70-84 fair 0-69 needs improvement |
| Leadership | | |
| Environment | | |
| Teamwork | | |
| Program | | |
| Organization and Planning | | |
| Teaching Methods | | |

Signature _____ Date _____
 Director or Deputy

Signature _____ Date _____
 Conference Area Coordinator/Federative/Representative