

THE DARTBOARD EVALUATION METHOD FOR ZONTA CLUBS— instructions for the leader of the evaluation process

1. Study the background material concerning the fourfield model (Intranet link will be available later)
2. Introduce the fourfield model to the club members with the help of the shortened material (link)
3. Copy the papers that include the sectors under evaluation, the coloured dartboards and places for comments to the club members (link)
4. In the evaluation process (in a club meeting) divide the club members into four groups of about 4-5 persons. In big clubs the groups can be even bigger.
5. Every group evaluates one sector (A-D) with four parts. Each group selects a person to lead the conversation and a group secretary, who writes down the comments.
6. Each part of all sectors will be evaluated by giving points in the dartboard from 1 (in the red zone) to 5 (in the green zone). Each group will also give their verbal and written comments concerning their sector and also all suggestions for the development of different sectors/parts if necessary.
7. The groups will work for about 15-30 minutes. After that all groups will discuss all evaluations and comments together. The club secretary will write down important comments and the groups will give their written comments to the secretary, who will write them in the minutes of the club meeting as well as all suggestions for the development of club activity. It is important to bring up positive aspects in club activity, too!
8. After making this evaluation it is important to plan the future club activity and take into account all suggestions for the development of the club.
9. The development plan (link) includes the object of development, timetable and responsible persons and/or committees. The development plan will be attached in the minutes of the evaluation meeting.

THE SECTORS TO BE EVALUATED

D. ACTIVITY IN THE LOCAL COMMUNITY

1. Media and marketing Zonta mission
2. Acquisition of new members
3. Acquisition of sponsors and donations
4. Co-operation with same-minded organization

C. ACTIVITY CONCERNING CLUB MEMBERS

1. Atmosphere and culture in club meetings and discussions
2. Division of club tasks and responsibilities
3. Informing and encouraging the club members
4. Orientation of new members

A. REALIZATION OF THE ZONTA MISSION

1. Awareness and supporting of International Projects in the club
2. International donations made by the club
3. Interdistrict and interarea co-operation in the district
4. Projects and happenings in the district , district meetings and spring seminars

B. ACTIVITY INSIDE THE CLUB

1. Making and realization of the "year clock"
2. Yearly action plan and themes
3. Committee work and reports
4. Monthly meetings and election meetings

CLUB _____

DATE _____

Activity outside the club

D4 A1

D

A

Activity in the Zonta Int. organization A4

Activity in local community

Activity concerning club members

Activity in the club

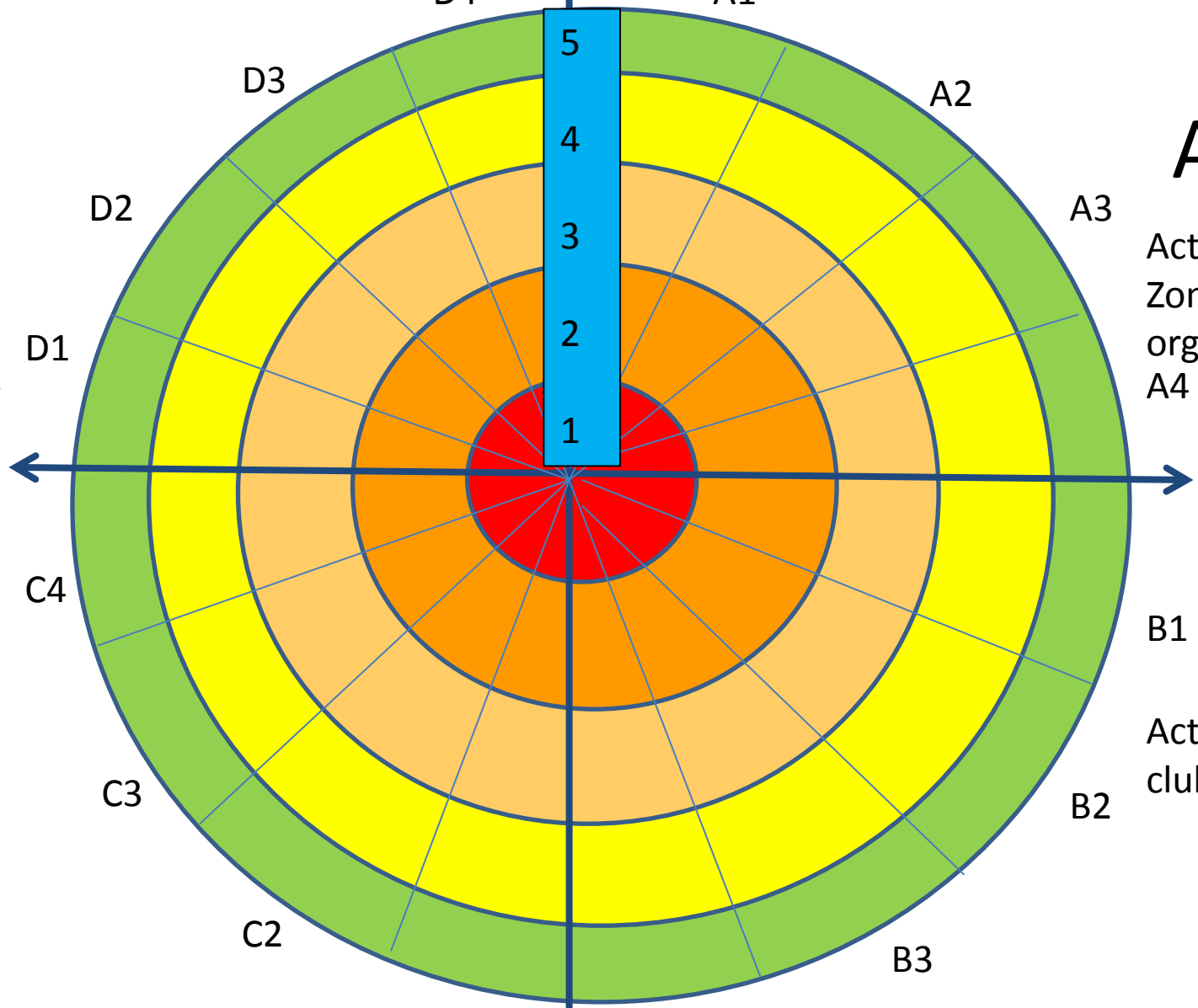
C

B

GROUP _____

C1 B4
Activity inside the club

JS/18



WRITTEN ARGUMENTS FOR THE EVALUATION AND DEVELOPMENT IDEAS

A. Realization of the Zonta Mission

A1: Awareness and supporting of International Projects in the club

A2: International donations made by the club

A3: Interdistrict and interarea co-operation in the district

A4: Projects and happenings in the district , district meetings and spring seminars

WRITTEN ARGUMENTS FOR THE EVALUATION AND DEVELOPMENT IDEAS

B. ACTIVITY INSIDE THE CLUB

B1: Making and realization of the "year clock"

B2: Yearly action plan and themes

B3: Committee work and reports

B4: Monthly meetings and election meetings

WRITTEN ARGUMENTS FOR THE EVALUATION AND DEVELOPMENT IDEAS

C. ACTIVITY CONCERNING CLUB MEMBERS

C1: Atmosphere and culture in club meetings and discussions

C2: Division of club tasks and responsibilities

C3: Informing and encouraging the club members

C4: Orientation of new members

WRITTEN ARGUMENTS FOR THE EVALUATION AND DEVELOPMENT IDEAS

D. ACTIVITY IN THE LOCAL COMMUNITY

D1: Media and marketing Zonta mission

D2: Acquisition of new members

D3: Acquisition of sponsors and donations

D4: Co-operation with same-minded organization

Development plan

Object of development	Timetable (when ready)	Responsible person/-s or /and committee