



LeTip Virtual Chapter Performance Evaluation

The Virtual Chapter Performance Evaluation form is used to evaluate the chapter meeting. The member who evaluates the chapter meeting should be non-bias and grade each step of the meeting honestly based on how well the chapter did. The information and score shows the board which areas of the meeting the chapter may need improvement on and what areas they do well. Remember your meetings should be a fun, positive and exciting atmosphere for the members and guests. A good first impression to guests, will definitely have them return and often they decided at the first meeting if they want to join the chapter. So score as if this was the first meeting you attended and what sort of impression did the chapter make on each part of the meeting.

Date: _____ **Chapter Name:** _____ **Evaluation by:** _____

1. **Greeting Screen** - LeTip virtual background (welcome signage, logo, chapter name).....(3) _____
2. **Virtual Showboater** - Use of Power-Point, photo image, or actual set up showing virtually(3) _____
3. **Virtual Official Greeter** - Connects with member's & guests through chat welcoming each.....(3) _____
4. **Meeting Start Time** - Virtual chapter times may vary, but meeting started on time.....(4) _____
5. **Board & Speakers** - The board & Speaker(s) should be spotlighted when speaking by the virtual meeting administrator(3) _____
6. **Pledge of Allegiance** - One member to recite, everyone else on mute. (Not in Canada)(3) _____
7. **Flag displayed** - Image of the flag shown during Pledge of Allegiance. (Not in Canada)(3) _____
8. **LeTip Creed** - One member to recite, everyone else on mute.....(3) _____
9. **Board Introductions** - Officer highlighted "Hello, my name is (name). I am the (Board title) and the Chapter's (category)." President starts, then VP, Sec, Tres, Tip, Membership, Past Pres(4) _____
10. **Qualified Tip** - Definition read by the TipMaster. Wired process explained how to view the tips for the chapter and personally.....(3) _____
11. **Guests** - Inviting member introduces their guest(s). The guest(s) has 30-sec to talk about themselves personally the first time and professionally the second time during the commercials(6) _____
12. **Business Cards** - President mentions "put your information in the chat". LeTip Wired, the mobile app & extended network are your virtual business card.....(3) _____
13. **Speaker(s)** - Spotlighted, full screen, introduced by Program Director who also reminds the chapter members to post today about their speaker(s) on social media , 8 minute presentation and 2 minutes for Q&A, the Sgt-at-Arms times the speaker(s)(3) _____
14. **Social Media** - Member's used mobile phones to post about the Speaker(s) on Social Media.....(6) _____

(continued on the backside)

15. **Badge & Caddy Presentation** - Virtual meetings presentation done by showing a card caddy and introducing the new member or member receiving a new colored badge. Virtual meeting administrator spotlighted the new member or member receiving a new colored badge(3) _____
16. **Unknown Greeter** - Pick someone who's early who greets through chat with member's.....(3) _____
17. **Committee Reports** - Vice President requests reports, spotlight member giving report(3) _____
18. **Lucky Devil & Lunch Bunch** - Announced (check with President for verification).....(3) _____
19. **Attendance** - Virtual meetings, Counts if you can see the members face. Excused absence if only a photo is showing, or no show (Under 70% = 0, 70-80% = 5, 80-90% = 8, over 90% = 10)....(0-10) _____
20. **Tip Bucket** - Sgt-at-Arms, Secretary, and Treasurer monitor member's fines on honor system, no Tip Bucket is passed on virtual meetings(8) _____
21. **Commercials** - Sgt-at-Arms uses bell and times member's 30-second commercials(3) _____
22. **Tips Passed** - Number of Tips verified by TipMaster before the meeting.....(0-10) _____
(Under 1 = 0, 1-2 = 5, over 2 = 10)
23. **President Reinforced Speaker** - After presentation. "This is our (category) (member's name) who we support 100%." Members encouraged to "mention Speaker (member's name) to first 10 people you meet today and post on Social Media about them."(3) _____
24. **5-Reasons to Join** - President closed the meeting reciting the five reasons to join LeTip(3) _____
25. **Meeting Concluded** - Stayed on time and the meeting ended on time(4) _____

Chapter President: _____

Evaluator: _____

Additional Remarks: (dress code, etcetera. Points may be awarded or deducted.)

(100 Points Possible)

Subtotal _____

Award (+) _____

Deduct (-) _____

Chapter Score _____