

GSSDA Club Support & Assistance Program

Diagnostic Questions

These questions are designed for club leaders, support team members, and dancers to evaluate the efficiency and effectiveness of club operations. The collected individual information will remain confidential and will be used to determine areas that may require improvement and to assist in forming a Club Success Plan. Clubs not participating in the GSSDA Club Support & Assistance Program can also use these questions to assess their operations and compare outcomes to general standards (aka – Best Practices) observed in other clubs. Club leaders may request members to complete part or all of the questionnaire to provide an overview of club operations. In the case of use by Clubs the GSSDA can not be responsible for the confidentiality of the data.

When requested as part of the GSSDA Club Support & Assistance Program the individual responses will be kept confidential, and only summary data will be disseminated.

Part One

Part One questions are designed to give empirical information. Answers are specific facts and not subject to debate – not subject to opinion.

General Club Operations:

What is the name of your Club? _____

Is the Club Incorporated? _____ Is the Club recognized by the IRS as a nonprofit?
_____ 501(c)3 _____ 501(c)7 _____ Other.

Date/year of most recent 990-N: _____

Do you pay the Dance leaders by check or cash? _____ Do you issue a 1099? _____

Do you charge membership dues? _____ How Much? _____

Do you track and keep a record of attendance at your club events? _____

Is there an audit trail for all event revenue? _____ i.e. - The bank deposit amount matches the amount paid by visitors? _____ What is the Club Fiscal year _____

Are your Club officers covered by liability insurance? _____

Which Social Media platforms does your club use: _____ Website _____ Facebook
_____ Instagram _____ YouTube _____ Telegram

Staff/Volunteers:

What is the name of the Club President? _____

What are the other Club Officers and their names? _____

What is the name and phone number of the published/public Club contact person?

What is the name of your Club Caller: _____

How long has he/she been the Club Caller: _____ Amount Paid: _____

Do you offer round dancing at your regular Club dances: _____

If so, who is the cuer: _____ Instructions? ____ Amt Paid: _____

Do you offer line dancing at your regular Club dances: _____

If so, who is the leader: _____ Instructions? ____ Amt. Paid: _____

Is there a written contract (with start & end date) with each dance leader? ____

How are the dance leaders evaluated / selected? e.g. – by vote of membership; by the president, etc. _____

Facilities:

What is the specific address of your regular dance location:

What are the dimensions of the dance area? _____

What kind of flooring? _____ Adequate & secure parking? _____

What is the name of the owner of your dance location? _____

Is you dance facility a government (city, County, State) facility? _____.

If so what is the name of the Commission/Council Chairman? _____.

The Department Director? _____. Facility Manager? _____

Is there a written contract for use of the facility? _____

Is there a kitchen? _____ Adequate restrooms? ____ Heating & Cooling? _____

How is the acoustics? _____ Is there a facility attendant (*paid by the owner*) onsite during your dance? _____ How much do you pay for the facility per dance? _____

Eating tables: _____ Adequate seating: _____

Events:

How many dances do your club have per month? _____ Per Year? _____

What is the Schedule? (e.g. – 2nd Monday ev month; every Thursday, etc.)

_____ Dance times: _____

Do you serve food at dances? _____

What kind (*covered dish or finger food*) & when? _____

Is Square dance attire required or preferred? ____ Preferred ____ Required

How many Mainstream Classes do you typically offer per year? _____

How many non-dance (social) events do you have per year? _____

What are they? _____

How many parades or festivals, etc. does your Club participate in per year? _____

How many demonstration/entertainment programs do you typically give per year? _____

Part Two

Part Two questions were authored by USDA and are designed to gather qualitative information. The answers are the “opinion” of the respondent and can vary among members.

Even if your Club is not applying for GSSDA Club Support & Assistance, Club leaders may like to request their members complete the checklist (pages 3-5) so as to provide a pulse of their own club operations.

Instructions for Part Two

If you feel your club accomplished an item very well, two (2) points should 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 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 event. _____
2. Caller is hired/available for each dance and made aware of club activities, needs and dance levels for the event. _____
3. Appropriate introduction and appreciations are offered for the caller, cuer and guests. _____
4. Club & GSSDA banners and a current flyer table or 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. _____
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 in a square with as many guests as possible. _____
11. Club members are encouraged or to fill squares promptly. Squares are filled promptly. _____
12. Club members make a special effort to dance with new members. _____
13. Club plans, activities and functions involve all club members. _____
14. Club activities and functions are fun and not work. _____
15. Club promptly notifies Area and State Organizations of changes 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 on a regular basis. _____
17. The Club by-laws, and Standard Operating Policies are written and issued to all new club members. Updated documents are promptly distributed to all members. _____
18. Club Officers publicize the Area and State Association programs and activities and keep club members informed of their services. _____
19. Club is incorporated, insured and covered by BMI/ASCAP/SESAC 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. A Club Historian has been 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) attend every State & Area Association Event or Meeting. _____
24. Open and Public Club Meeting is 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 produced of each club meeting and parliamentary procedures are followed. _____
27. Written contracts or agreements specifying start and end dates 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 (serve as Angels) 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, organizations; national & state dance conventions; dance publications; officer duties and responsibilities; club member duties and responsibilities; square dance etiquette; 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 known Specials of other local clubs or state and National events. _____

41. A special club party or activity is sponsored each quarter to maintain high morale and promote fun and fellowship. _____
42. Visitations are periodically scheduled and publicized to visit other clubs on their regular dance night. _____
43. Club supports local nursing home, charity, and other community or service organizations. _____
44. Club promotes, publicizes and supports the established National Square Dance Month. _____
45. Club members set proper examples as to proper square dance attire, promptness, enthusiasm, knowledge of square dance community activities, etc. _____
46. Club caller/cuer sets proper example as to dress, promptness, enthusiasm, dance program, professionalism, etc. _____
47. Good relationships are maintained between the caller, cuer, leaders and club members. _____
48. 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 part of an outstanding square dance club.

84-69 — you have a very good club, try 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 identified weak points.

39-0 — your problems are considerable, GET HELP!