

RLI-HOA Questionnaire for Setting Up a New RLI Event (v4)

The District RLI Coordinator submits this information to the RLI-HOA Registrar to request their RLI event be set up on the DACdb Calendar. RLI event set up in DACdb is done at the RLI-HOA level, so each RLI event is accessible to all RLI-HOA Districts on their DACdb Calendar and at <https://rlihoa.org/>. Once the RLI event is set up and registration is open, the District RLI Coordinator manages/conducts the event and then closes it out (with help from the RLI-HOA Registrar/Core Team as needed).

Please submit the following information to J.D. Rottero, RLI-HOA Registrar, at jdr56@comcast.net

Your Rotary District #: *please include your District # in subject of all emails and correspondence*

RLI Part(s) being conducted and class size **capacity** for each Part (maximum number of participants).

Day and dates for each day of the event.

Start time & time zone for each day (show up time or logon time for participants).

End time for each day

Desired date to Open and Close Registration (we must manually open and close registration in DACdb)

For your long-range projected RLI events, it is a good practice to locally create a brief "Save the Date" District Calendar event in DACdb to begin promoting RLI. Just use "District Event" as the Event Category. Do not use "RLI Training Event" for your local District Calendar events.

Location address if in-person or just say virtual on Zoom or whichever platform is being used.

Virtual meeting information (if applicable). *Most districts are including the Zoom meeting link (recurring) in the registration confirmation email each registrant receives. However, how you provide the Zoom link to your participants is your choice. Some districts provide that separately.*

RLI Fee to charge.

In-Person RLI Event - \$50.00 per Participant per Part (*let us know if you need a higher fee to cover costs*).

Virtual RLI Event -

\$15.00 per Participant, without printed materials (distribution by email)

\$25.00 per Participant, with printed materials (ordered from supplies and mailed to participants by the District Coordinator).

There is also a small convenience fee when paid online with a card.

Checks should be made payable to RLI-HOA; online payments go directly to the RLI-HOA bank account.

Address to mail checks -or- payments may be accepted by card online only.

RLI Coordinator(s) or point of contact for the requested event – name, title/role, email, phone.

Is there anyone else you want to be a **Moderator in DACdb** for the event? *Moderators have access to manage the event in DACdb and will receive copies of the registration confirmation emails.*

List of Facilitators (*this can be added later as we probably will enter those together on the phone or Zoom*)

Any special instructions or any special questions you may want to include in the registration.