

Zone 7  
**Rotary**  
District 3191



**UNITE  
FOR  
GOOD**

# ಬುನಾದಿ **Bunadi**

**President  
Elect Learning  
Seminar  
2025**

## GUIDING THE WAY

This book is curated to help you, the leaders of your club to think, plan and execute The Rotary Action Plan, which is championed by the [Rotary International President 2025-26, Mário César Martins de Camargo](#) & in our district by [District Governor, Sridhar B R](#)



**Rotary International President 2025-2026, Mário César Martins de Camargo & Denise da Silva de Camargo with District Governor 2025-26 Sridhar B R and Rekha**

As you enter this Rotary year, remember - this is your moment. One year to lead with purpose, to serve with heart, and to inspire your club to be its very best. At the end of 2025-26, may you look back not with “what ifs” but with the deep satisfaction that you gave it your all.

The roles of President are pivotal. You are not only custodians of your club's legacy but also architects of its future. How you engage, plan, and execute will shape not just this year, but the years to come. Let this book help you translate vision into action and good intentions into lasting impact.

As you navigate this year, remember you are not alone. You have a District Team cheering you on, ready to support, guide, and celebrate every milestone with you.

So, lead boldly, serve joyfully, and make this Rotary year one that you and your club will always be proud of. Let us all UNITE FOR GOOD,

With warm wishes and in Rotary fellowship,

**Sridhar B R**

District Governor, 2025-26  
R.I. District 3191

**Mohan Kumar K V**

District Learning Facilitator, 2025-26

**Gurunagesh R S**

Deputy District Learning Facilitator, 2025-26  
R.I. District 3191



## **CONTENTS**

### **Prepare to Lead**

- i) Club President **3**
- ii) Club 2 **4**

### **Plan the Year Ahead**

- i) Club Health Check **5**
- ii) Plan the Year Ahead : **7**

### **Managing your club**

- i) Club Administration **10**
- ii) Club Meetings **11**
- iii) Club Assemblies **12**
- iv) Stewardship of Funds **13**

### **Membership Development 14**

### **Rotary Foundation 17**

### **Service & Your Community 19**

### **Public Image 22**

### **District Governor's Visit 24**

### **Membership Dues 26**

### **Rotary General Protocol 28**

### **Club Meeting Checklist 31**

### **Other Important Club Meetings, Events 32**

### **Handover Checklist 37**

### **Club Inventory Details 39**

### **My Rotary 40**

## PREPARING TO BE A CLUB PRESIDENT

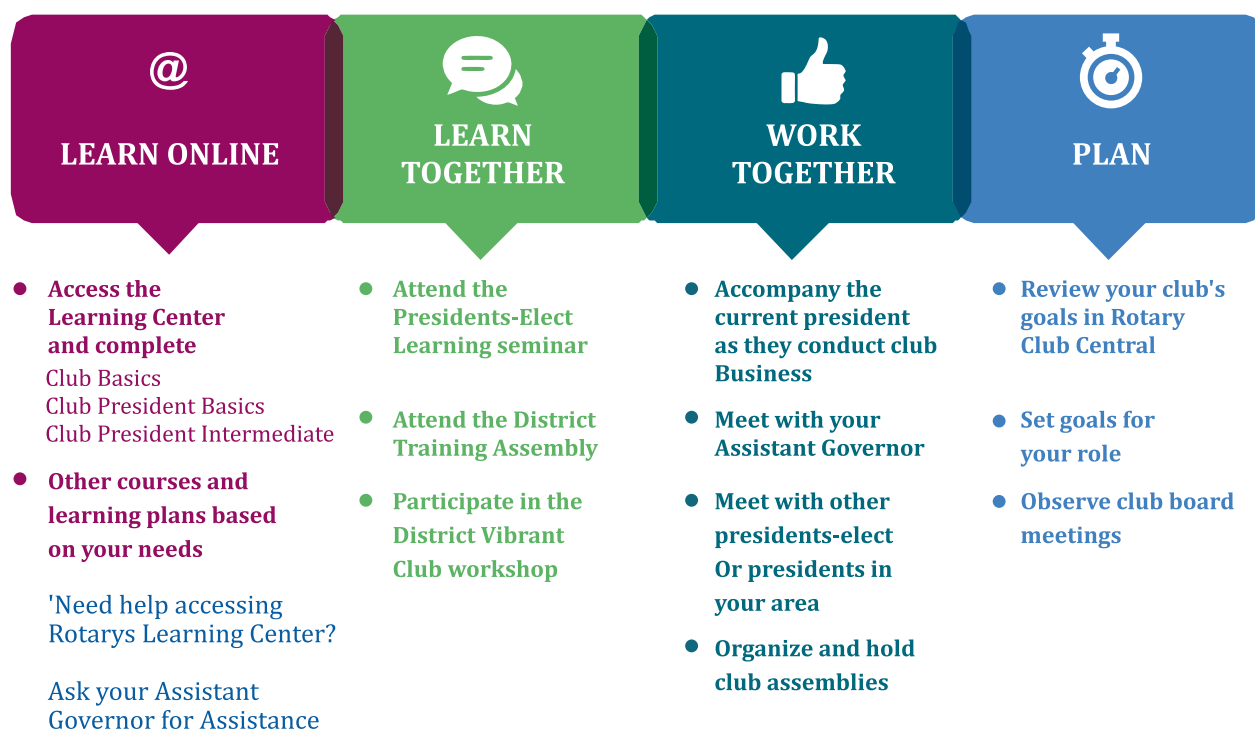
This learning path will help you develop your leadership skills and understand what to expect as a club president. You'll use this, your prior knowledge and experience, and other district resources to prepare yourself for a successful year.



**Throughout this process, make sure to periodically reflect on what you've learned and evaluate how you're doing. Ask others for feedback so you can keep improving during your year in office.**

## PREPARING TO LEAD THE CLUB

This learning path will help you develop your leadership skills and understand what to expect as a club . You'll use this, your prior knowledge and experience, and other district resources to prepare yourself for a successful year.



**Throughout this process, make sure to periodically reflect on what you've learned and evaluate how you're doing. Ask others for feedback so you can keep improving during your year in office.**

## CLUB HEALTH CHECK

### Introduction

**As a President or you are the leaders of your club. For an effective year you need to understand the past and the current position of your club.**

A Club Health Check serves as a diagnostic tool to assess the vitality of a Rotary club, much like a routine medical check-up helps maintain personal health. This process enables club leaders to evaluate key areas such as member experience, service activities, membership growth, public image, and operational efficiency. By identifying strengths and areas for improvement, clubs can take proactive steps to enhance engagement, increase impact, and ensure long-term sustainability.





### Club Administration

- How many times in a month does your Club meet?
- Do the meetings and activities align with members' interests and expectations? Measure by Attendance or Engagement
- Does the club follow-up with members who frequently miss meetings?
- Is your actively participate district events and trainings?
- Is there a clear delegation of responsibilities among of club member's?
- Is your club conducting monthly board meetings as per rotary guidelines?
- Has your club prepared annual activity calendar?
- How are the financials of the Club? Does it collect subscriptions and pay all dues on time?
- Does the Club have a leadership succession in place?

### Membership

- Does the Club use the online tools [WWW.rotary.org](http://WWW.rotary.org) for reporting membership?
- What is the profile of the Members in terms of years spent in the club?
- How diverse is the membership? (In terms of age group/ Professions/ Gender)
- How does the club find out what members want from the Rotary Club? Do you ask members for their preferences on type of meetings/speakers/ socials?

### Service Projects

- Did the club execute any large sustainable project and with a well-defined measurable Impact in the past few years?
- What was the budget of the project? How was the project funded?
- What other projects did the club execute in the last year?

### Rotary Foundation

- What is the past track record of annual giving from the Club?
- Has the Club executed any Global Grant Project?
- Does the club make an effort to educate members about the Rotary Foundation and inspire the Rotarians?

### Public Image

- Is the club utilizing Rotary's brand guidelines and online resources to enhance public image?
- How effectively does the club communicate about Service Projects with members, member families and the broader community?
- Are you leveraging digital tools such as social media and club websites to enhance visibility?

**These are some indicative Club Health Check questions.  
 You can evolve your own questionnaire on these lines and find  
 out areas your club is performing well and areas that require improvement.**



## PLAN THE YEAR AHEAD: ALIGN WITH ROTARYS ACTION PLAN

Introduced to help clubs align with Rotary's long-term vision—"Together, we see a world where people unite and take action to create lasting change"—the Action Plan is not just an abstract idea. It's a practical framework built on four key priorities: Increase Our Impact, Expand Our Reach, Enhance Participant Engagement, and Increase Our Ability to Adapt.

For any Rotary Club, the President play a crucial role in translating this global vision into local action.

Plan your year and lead with purpose, communicate the Action Plan clearly, and create systems so that your Club members can truly execute the Action Plan, helping Rotary realise its long term Vision

### Increase our **IMPACT**

Objective	How to Measure Success
Eradicate polio and build on that legacy	<p><b>Our members and partner have more awareness and understanding of our impact</b></p> <p><b>We can use the data we collect to quantify the impact we have on communities.</b></p>
Focus our programs and contributions.	
Build the infrastructure and capacity to interpret, measure, and analyze data from our projects.	

### How can your **CLUB INCREASE OUR IMPACT**

#### SERVICE PROJECTS

- Measure Impact of all the Service Projects and communicate to partners and community Plan Service Projects that are sustainable and have a significant Impact

#### PUBLIC IMAGE

- Talk of Rotary's Global Successes like in Polio Eradication and your role in it.
- Communicate to Partners and community the impact of your Service Projects

#### ROTARY FOUNDATION

- Strengthen the Rotary Foundation with contributions both to Annual Giving, Polio Plus Fund and Endowments.
- Build its capacity to fund large global projects and execute Global Grant Projects

## EXPAND OUR REACH

OBJECTIVE	HOW TO MEASURE SUCCESS
Grow and diversify our membership and participants Create new pathways into Rotary	<b>Rotary's engagement and participation increase.</b>  <b>Our members and participants include more people who have traditionally been underrepresented in Rotary.</b>
Increase Rotary's openness and appeal	
Build awareness of our impact and brand	

## How can your CLUB EXPAND OUR REACH

### Explore and Engage Diverse Groups in the Community

Encourage the club to connect with people and organisations that are not well represented in Rotary, like NGOs, Large Corporates operating in our community and work closely with Rotaract and Interact.

### Promote an Inclusive and Welcoming Club Culture

Work with the club leadership to ensure that the environment is open, respectful, and welcoming to individuals from all walks of life

### Encourage Broader Participation in Club Activities

Create opportunities for guests, partners, and even potential members to get involved in meaningful ways.

## ENHANCE PARTICIPANT ENGAGEMENT

OBJECTIVE	HOW TO MEASURE SUCCESS
Help clubs to better engage their members	<b>Member engagement levels increase.</b>  <b>Members are more satisfied with their club experience.</b>  <b>Member retention rates increase. More participants stay involved with Rotary</b>
Provide leadership development and skills training	
Offer new opportunities for people to make personal and professional connections	
Develop a participant-centered approach to deliver experiences people value	

## How can your CLUB ENHANCE PARTICIPANT ENGAGEMENT

### Listen to Understand Member Expectations

Find out what your members value most. Use this feedback to guide club decisions and priorities.

### Align Club Activities with Member Interests

Design meetings, projects, and events that reflect the interests and strengths of your members.

### Ensure Every Member Feels Involved and Valued

Create multiple avenues for members to contribute so that each one finds a meaningful place in the club's journey. Recognize contributions both formally and informally to reinforce a sense of belonging.



## INCREASE OUR ABILITY TO ADAPT

OBJECTIVE	HOW TO MEASURE SUCCESS
<p>Build a culture of research, innovation, and a willingness to take risks</p> <p>Streamline our governance, structure, and procedures</p> <p>Include more diverse perspectives in our decision-making processes</p>	<p>We invest more in innovative projects that increase opportunities within Rotary.</p> <p>More people find new ways into leadership roles.</p>

### How can your CLUB INCREASE OUR ABILITY to ADAPT

#### Encourage Innovation in Club Practices

Be open to trying new formats for meetings, events, or projects-such as hybrid meetings, flexible timings, or digital tools-to suit members' lifestyles. Periodically Review and Update your Club Bye Laws.

#### Seek Feedback Regularly

Use short surveys or informal conversations to understand what members want more or less of-and adapt plans accordingly.

#### Support Leadership Development

Promote learning, mentorship, and leadership at all levels within the club and provide chances for Leadership to all Members

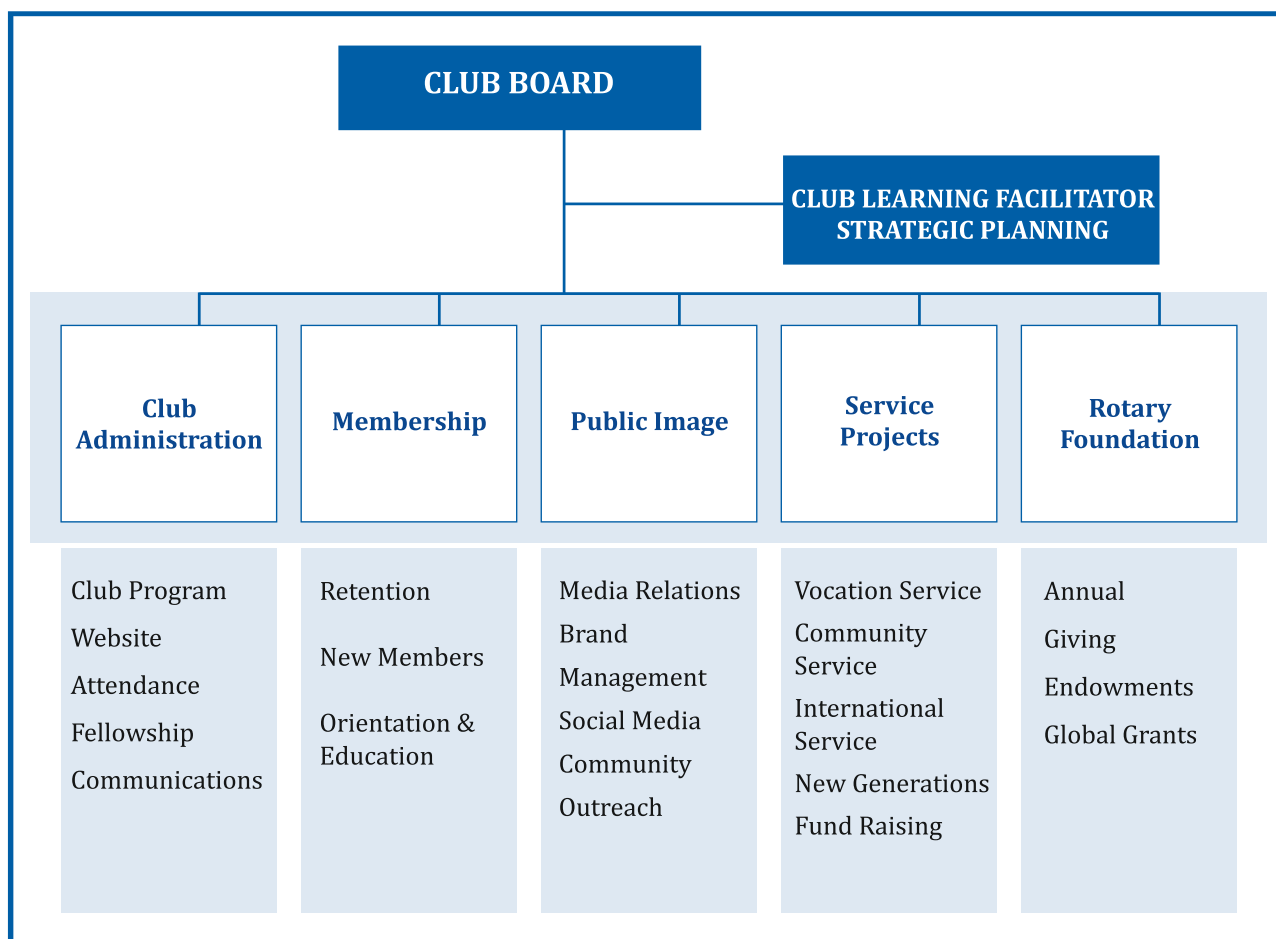


## Managing your Club

### Club Committee Structure

If you noticed the Club Health Check in the previous pages and Rotary's Action Plan there is a functional and strategic approach and is focused on improving certain features in a Rotary Club.

Many Rotary Clubs are still following a traditional model of having directors based on the avenues of service. However, if we need to execute the Action Plan and realise our Vision we must acknowledge that the model has to change. It has changed and five committees have been recommended for Rotary clubs. Clubs can add committees or subcommittees according to their interests and activities. The district recommends that you amend your Bylaws to have the Chairs for these five committees and others you think are necessary for your club.



Rotary Clubs based on their membership strength and activities can have various subcommittees under each of the five committees. Some Committees like Strategic Planning and Rotary Foundation maybe required to have a term of more than one year to maintain continuity.



## CLUB MEETINGS

A Very Important Tool in the hands of a Club is the [Membership Satisfaction Survey](#) to obtain feedback from Members, it includes the kind of meetings that members like and look forward to. You can as a leader of the club find out informally on what your members prefer and accommodate suggestions.

<p><b>REGULAR CLUB MEETING</b></p> <p>(Speaker or an open discussion on service Projects)</p> <ul style="list-style-type: none"> <li>• Meetings called to order, Invocation, Rotary Information</li> <li>• Welcome members &amp; introduce Guests and visiting Rotarians</li> <li>• President's announcements</li> <li>• Know your Rotarian: A Member sharing about their profession, family, interests dreams etc.</li> <li>• <b>Featured speaker</b> or</li> <li>• <b>Update on projects</b> in progress or being planned</li> <li>• Open forum</li> <li>• Greetings and Secretaries Announcements</li> <li>• Vote of Thanks, Adjournment of meeting, National Anthem</li> </ul>	<p><b>SOCIAL OR INFORMAL MEETINGS</b></p> <p>Welcome members warmly and introduce Guests to all members. Request a few Rotarians to perform that task.</p> <ul style="list-style-type: none"> <li>• Hold at a different location and time from your regular meeting (perhaps a member's home or restaurant)</li> <li>• Invite Friends who are non-Rotarians</li> <li>• Plan short conversations about project ideas</li> <li>• Discuss ideas over snacks and drinks</li> </ul> <p>Focus on having fun and maintaining informality</p>
<p><b>FAMILY DINNERS</b></p> <p>Welcome members and introduce new member families</p> <ul style="list-style-type: none"> <li>• Hold at a different location and time from your regular meeting (perhaps a member's home or restaurant)</li> <li>• Plan an Outdoor Activity for families</li> <li>• Involve Spouses in planning these Family Dinners, including choice of venue</li> </ul>	<p><b>BRING A FRIEND MEETING</b></p> <ul style="list-style-type: none"> <li>• Welcome members and introduce guests</li> <li>• President announcements</li> <li>• "Guest" activity (ask guests to speak, highlight a project they might be interested in or their work life or a particular interest)</li> <li>• Open forum</li> <li>• Closing remarks</li> </ul>

If your club has members equipped to handle technology, you may consider allowing members to attend club meetings online and relax your attendance norms to include Hybrid Meetings.

**Hybrid Meetings:** *Hybrid meetings make it easier for members to attend, regardless of where they are. This is particularly beneficial for members who travel frequently, live far from the meeting location, or have other commitments that make physical attendance challenging.*

## CLUB ASSEMBLY

One of the most important meetings in a Rotary Club is the Club Assembly. It is a wonderful forum to involve all members and get a sense of what the members are thinking.

### CLUB ASSEMBLIES

The Club must plan and hold effective Club Assemblies. They provides opportunities for all club members to reflect on and discuss club affairs and activities. You can use club assemblies to:

- Brainstorm ideas for projects and activities
- Review the club's strengths, opportunities, and weaknesses
- Set goals and develop action plans
- Coordinate committee activities

When to Have a Club Assembly?	Suggestions for Discussions
After the District Training Assembly	To describe, review, and discuss plans seeded at the District Training Assembly and set goals for the year
After 1 July	To discuss and adopt a plan for the year and a strategic plan for the next three years
Two Weeks Before the District Governor's Official Visit	To Prepare for the Visit. Take stock of the Club activities and plan to communicate progress and challenges to Governor
During the Governor's Visit	To talk about the club's activities and goals with the District Governor, allow members an opportunity to interact with him and receive guidance and suggestions from the Governor
Midpoint of the Rotary year – After the Governor's Visit	To review the club's progress toward goals and determine its plan for the rest of the year
April or May	To provide an opportunity for open discussion the year gone by and bring the new team up to date with Club Activities .To plan the last sprint to cover ground to meet unmet goals

# STEWARDSHIP of FUNDS

## STEWARDSHIP - CLUB FINANCES



- Rotary Clubs handle internal funds through member dues, club events, and operational expenses. Good stewardship ensures that the club remains financially healthy and respected.
- Collection of Member Dues on Time. Timely Payment of RI and District Dues by Jan 31<sup>st</sup> and July 31<sup>st</sup>. Non-payment can affect the club's good standing and access to Rotary services and grants.
- Maintaining Clear and Updated Financial Records to increase Trust among members.

## STEWARDSHIP - PROJECT FINANCES



- Keeping project funds and donations in a separate bank account (distinct from club operating funds) ensures transparency, simplifies accounting, and demonstrates that the club treats donor contributions with responsibility and care.
- Maintaining proper documentation such as quotations, invoices, receipts, and payment records - not only ensures compliance and audit-readiness but also protects the club's reputation. It helps future leaders understand past decisions and keeps financial processes clean.
- Sharing impact stories through presentations, newsletters, or social media shows that funds have been used effectively and Rotary is a trustworthy community partner.



## MEMBERSHIP DEVELOPMENT

### RETAIN, ADAPT and MULTIPLY - ROTARY

#### WHAT MEMBERS WANT

Studies show that most Rotary members hope to get one of these things from their membership:

- Participation in local service
- Social and professional connections
- Personal growth and learning

#### Surveys tell us that members have left Rotary for these reasons:

- Club culture
- Unmet expectations
- Cost or time

Studies have shown that among members who leave Rotary, a significant share are Rotarians who have spent less than two years in the Rotary Club, very few members leave after four years and among senior members, there is a loss of members due to genuine reasons of old age, retirement and relocation.

#### ENGAGE

- Talk to the new members about their interests and opportunities to join a committee or get involved in a project.
- Pair members with a senior member as a mentor for education on different aspects of Rotary and to increase engagement within the club and its activities

#### ADAPT

- Ask these members for feedback about what they like and what they want to change. They may have ideas that can revitalize the club's meetings, social activities or service projects.
- Ask them to advise on or lead a project or activity in their specific area of expertise, and recognize them for their efforts

### Membership Development

Boosting membership of a Rotary Club is a key priority. “ Recruiting new Rotary members is not really selling. It's matching up potential members with what he or she wants in a club.”

#### Create a list of all great things about your Club

List your star members, the advantages of your meeting location, how many members you have, the kinds of projects and events you host. Make sure your club communication or your personal talk addresses the specific interests and wants of any potential member.

#### Keep a list of potential members

Discuss the list at board meetings – not just the concept of bringing in new members, but the specific names and who's going to contact them and when. Focus on some obvious prospects, such as members' spouses, Rotaractors and even former members – “they already have a taste of what Rotary is about”

## **Know your Club's Strengths**

Most clubs have a unique club culture and strengths, so it is necessary to add someone who is the right fit. Keep in mind that the point is not just growing your club, but boosting Rotary's capacity to make a difference in communities around the world.

## **Talk about Rotary wherever you go**

We are usually shy of mentioning Rotary and the work our club does in most day to day situations. At work, at family gatherings, neighborhood get-togethers & parties, please talk of the good that Rotary does in the world and specifically in your community.

## **Make a list of what is expected of a New Member**

Inform a potential new member how they can fit in with your club and what opportunities there are for serving. The list should also include information about dues, attendance guidelines, and other club expectations – and it should emphasize the many benefits that come with being a Rotary member.

## **Celebrate when you get a New Member**

If you ensure that the new members are having a good experience and realizing the full value of their membership, the club's current members will be proud to invite a guest to a meeting – and those guests will want to join an attractive and welcoming club.

Above are a few ideas from <https://www.rotary.org/en/tips-increasing-club-membership> read the full article and evolve your own club's strategy for adding new members and making your Rotary Club a Vibrant one retaining current members and adding new Rotarians

## **ADAPT**

Throughout Rotary's history, we have adapted to a changing world, from embracing modern technology to expanding clubs and projects to new parts of the globe. Remember COVID 19, clubs had regular meetings online using latest Technology. A global health crisis didn't stop our members from serving their communities. Rotary clubs delivered food to homebound residents. They made masks and face shields. They raised funds and donated supplies to hospitals, schools, and senior centers.

## **Club Constitution and Bylaws**

Most Clubs have adopted the Standard Rotary Club Constitution and Recommended Bylaws and have not revised the same to suit their current practices for e.g. number of meetings, club dues etc. As a first step towards Rotary's Action Plan's Priority 4 Increasing our Ability to Adapt, we recommend every Club to Amend the Bylaws to align what is being practiced in your club.

You must be open to trying new formats for meetings, events, or for planning projects—such as hybrid meetings, flexible timings, or digital tools—to suit members' lifestyles. Periodically review and Update your Club ByLaws based on the new innovations you adopt in your clubs.

## New Clubs and its types

Starting new Rotary clubs increases our ability to improve lives in communities around the world. Both Rotary club members and non-members can start clubs. Here are some reasons you might want to start a new Club.

### **You're a Rotary club member, and:**

- An area in your district doesn't have its own club.
- Your Rotary club can no longer accommodate new members.
- Some members need an alternate meeting time.
- Some members prefer to meet online, less frequently, or using a different format

### **You're not a club member, and:**

- Your area doesn't have a club.
- The club in your area doesn't fit your needs.
- You want to get involved with your community in a new way.

A new club must have a minimum of 20 members.

If you have a sponsor club, it must have at least 20 members.

If you do not have 20 members then the option is to:

### **Start a satellite club**

Want to start a club but don't have 20 members? You can start a satellite club with just eight people with the sponsorship of an established club. Satellite clubs meet at different times, have their own bylaws and club culture, and their own club leaders. They function as a short-term transitional step on the way to becoming a full, independent Rotary club

Rotary also offers flexible club formats to suit diverse lifestyles and interests. Each format is designed to accommodate varying time commitments, professions, and passions. This inclusivity ensures everyone can find a meaningful way to connect and serve. Some of the formats are listed below:

For those who travel frequently or who enjoy trying a variety of club experiences and meeting lots of people

### **Start A Passport Club**

A club that allows members to attend other clubs' meetings frequently if they attend a specified number of home club meetings each year

For Employees of one organization who want to do good in their community

### **Start A Corporate Club**

A club whose members (all or most of them) work for the same employer

For People who want to connect with others while addressing a particular issue

### **Start A Cause-based Club**

A club whose members are passionate about a specific cause and focus their service efforts on that topic

For People who want to enjoy Rotary by focusing on a shared interest or activity, such as professional development

### **Start An Interest-based Club**

A club that focuses on a particular interest or hobby



# The **Rotary** Foundation



## OPPORTUNITIES TO GIVE

There are many ways that potential donors can make an impact by giving to The Rotary Foundation.

### CONNECTING A DONOR'S PASSION WITH AN OPPORTUNITY TO GIVE

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• PolioPlus Fund (Supports a Polio-free world)</li><li>• Annual Fund ( Supports Rotary's Current Work)</li><li>• A specific Area of Focus</li><li>• An approved Global Grant</li></ul> | <ul style="list-style-type: none"><li>• Endowment (supports Rotary's future)</li><li>• Directed gifts (spent where the need is the greatest)</li><li>• Contribution through CSR</li><li>• Rotary Peace Centers</li></ul> |
|--|--|

The opportunities to give which are popular among Rotarians in our district are:

- Annual Fund
- Endowment Fund
- PolioPlus Fund

It is important as leaders of a Rotary Club to understand how these funds are deployed by the Rotary Foundation.

Annual Fund Contributions are encouraged by the Rotary Foundation with the following recognitions:

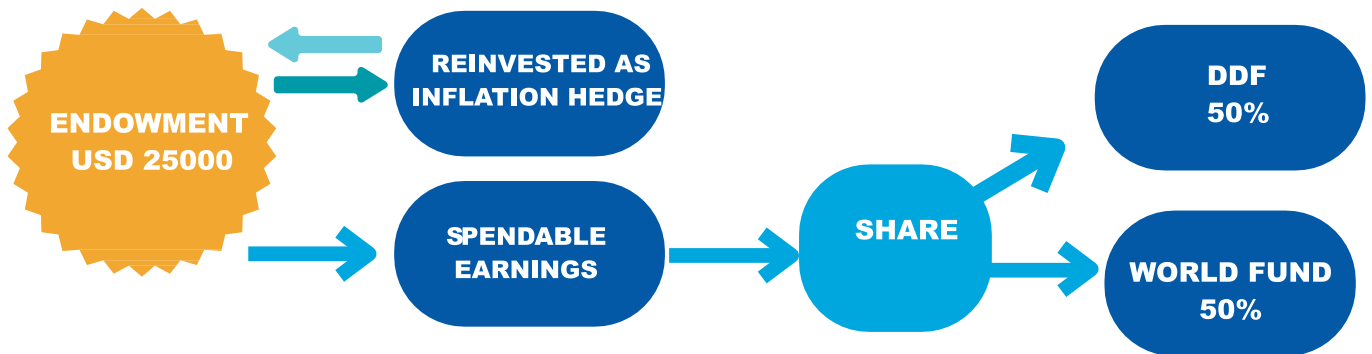
- **Rotary Foundation Sustaining Member** (\$100 or more per year to the Annual Fund)
- **PolioPlus Society Member** (A minimum of \$100 a year to the PolioPlus fund until we achieve our goal of eradicating polio)
- **Paul Harris Fellow** (\$1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant)
- **Multiple Paul Harris Fellow** (\$1000 or more to the Annual Fund or PolioPlus Fund by you or points transfer) over and above your first Paul Harris Fellow recognition
- **Paul Harris Society Member** \$1,000 or more annually to the Annual Fund, PolioPlus, or an approved Foundation grant)
- **Major Donor** (Cumulative donations reach \$10,000)
- **Arch Klumpp Society** (cumulative donations reach \$250,000)



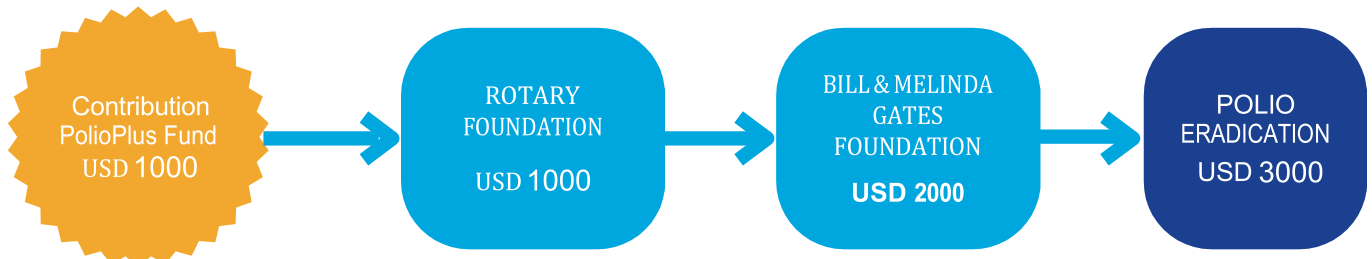
Let us take an example of a USD 1000 contribution to the Annual Fund to better understand the SHARE system. Given below is an infographic to help you understand.



Let us take an example of an Endowment created and how the SHARE System functions in comparison to an Annual Fund.



Let us take an example of a USD 1000 contribution to the POLIO PLUS FUND which is different from a contribution to Annual Fund and SHARE SYSTEM

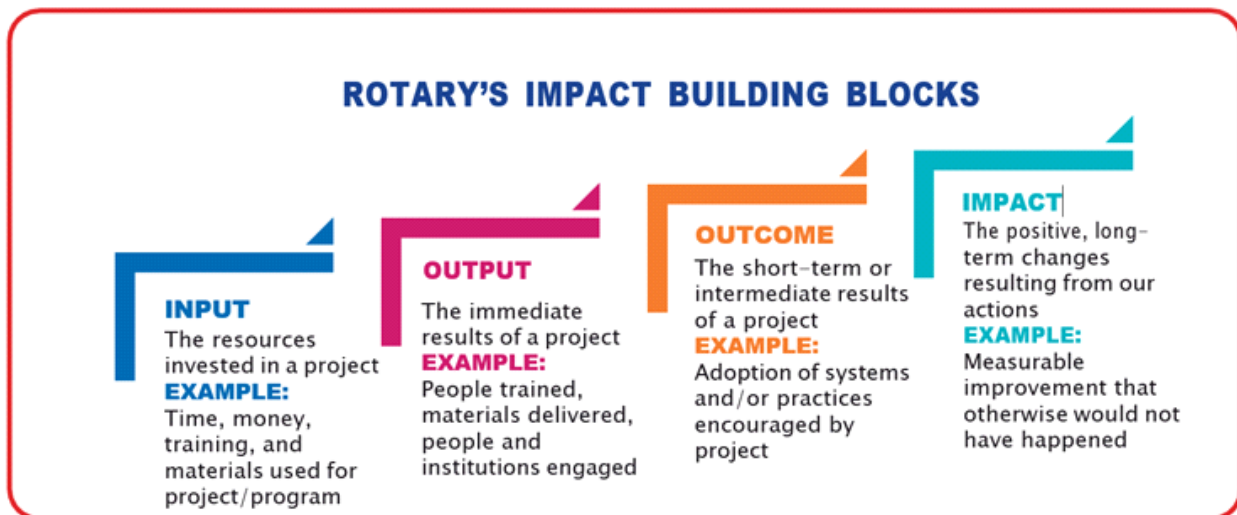


## SERVICE & YOUR COMMUNITY

Service is the heart of Rotary, turning compassion into action that uplifts communities. By addressing local needs with thoughtful initiatives, we create meaningful change. To truly be effective in serving our communities we must measure what matters the impact of our projects.

When we talk about impact, we are referring to the positive, long-term change that results from our action. We want people around the world to know about it. Use your platform as a Rotary Leader or club to tell people about the impact of Rotary, which can attract new participants and donors. A service project therefore must create a long-term change, Impact.

A broad understanding of the way Rotary conceptualizes the various components or blocks that lead to Impact will help you in planning a Service Project. These blocks also help you in telling a compelling story about our work.



## ROTARY'S SEVEN AREAS OF FOCUS



Rotary is dedicated to causes that build international relationships, improve lives, and create a better world to support our peace efforts and end polio forever. Rotary's seven areas of focus reflect critical humanitarian issues and needs that Rotarians through Rotary Clubs are addressing worldwide. Projects taken up under one of these areas will align a Club's efforts with that of Rotary World Wide.

Building sustainable projects that have measurable and lasting outcomes and managing grant funds responsibly are requirements for all Rotary global grants. Although every Rotarian can make a difference, not every Rotary project is eligible for global grant funding from The Rotary Foundation

#### **YOUR PROJECT MUST :**

- Have a long-term, sustainable impact
- Include activities that clearly fit into one of Rotary's areas of focus
- Invest at least \$30,000 within a community Address an important need identified by the community itself
- Strengthen the community's capacity to meet its own needs

#### **YOU MUST :**

- Apply for a grant through Rotary.org
- Actively involve the benefitting community in the project
- Partner with a club in another country Qualify your club for global grants every year
- Act as primary sponsor of no more than 10 active global grants at a time
- Develop a project plan that includes a budget and a financial management plan
- Measure progress toward the outcome

Stay up - to- date in reporting for all active grands

### **Qualifying your Club for Global Grants**

#### **Attend a grant management seminar**

Rotary members involved in grant-funded projects should participate in a grant management seminar in the district. If the members involved in the project cannot attend, your club can send its president-elect or another member. A minimum of one representative from your club must attend the grant management seminar.

#### **Complete the club memorandum of understanding (MOU)**

The MOU is an agreement between your club and district that outlines the Foundation's minimum requirements for managing grants. Your club president and president-elect review the MOU, sign it, and submit it to your district.



## Key Features of a Global Grant Project Application

### Basic information :

What's the name of your project?

What type of project are you planning? (humanitarian project, vocational training, scholarship)

Select the primary host and international contacts for this project.

### Identify Committee Members:

The committee will include at least three members from the host sponsor and three members from the international sponsor.

Who will serve on the grant's host committee?

Who will serve on the grant's international committee?

Do any of these committee members have potential conflicts of interest? If so, please briefly explain.

### Project Overview

Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?

### Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select.

### Measuring Success

Which goals of this area of focus will your project support? How will you measure your project's impact?

Do you know who will collect information for monitoring and evaluation?

### Funding

We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF).

### Budget

What local currency are you using in your project's budget? What is the U.S. dollar (USD) exchange rate?

What is the budget for this grant? Project budgets, including the World Fund match, must be at least \$30,000

### Supporting documents

Upload any documents, such as price bids or proforma invoices, to substantiate the listed expenses.

### Sustainability

Sustainable projects provide long-term solutions to community problems — solutions that community members themselves can support after grant funding ends

Describe the community needs that your project will address How did your project team identify these needs?

How were members of the benefiting community involved in finding solutions? How were community members involved in planning the project?

### PROJECT IMPLEMENTATION

Summarize each step of your project's implementation.

## PUBLIC IMAGE

### Brand, Brand Consistency, and Rotary International

Brand and brand consistency play pivotal roles in shaping public image and amplifying impact, there are two aspects to a brand, physical and mental. The physical aspects are represented by the logo and colors used. Unfortunately Rotary Clubs have used different images to represent themselves and also used different logos, on their projects. Consistency is the key and Rotary has strict branding guidelines and they are made easily accessible to us all at the Brand Center at [rotary.org](http://rotary.org)

**Rotary**



Use the logo in this format only  
 Do not use just the "Rotary Wheel"  
 Do not use just the "Rotary" word

**Rotary**



Bangalore Spandana

This is one way a club name has  
 to be written according to Branding Guidelines.

Bangalore Spandana

**Rotary**  
Club



This is another way a club name could be  
 written according to Branding Guidelines.

**Please notice that Rotary and the Rotary Wheel are prominent even within a club logo. You can download your club logo in one of the styles mandated by Rotary International from the Brand Center at [rotary.org](http://rotary.org)**

### HOW DO WE TELL OUR STORY? - ROTARIANS AS PEOPLE OF ACTION

Rotarians as People of Action must be our initiative to bring Rotary's brand to life. While many people have heard of Rotary, few people actually understand what Rotary clubs do. In fact, 35 percent of the public is unfamiliar with any Rotary program, including their local club. That's why Rotary has created a new global ad campaign called "People of Action." The ads are available for download at [Rotary.org / brandcenter](http://Rotary.org/brandcenter), where you'll also find guidelines on how to use and localize each element, making it easier for clubs in any part of the world to tell their story in a consistent, compelling way.

## WHERE DO WE TELL OUR STORY?

#### Conventional Media

- Newspapers
- Local TV Channels

#### Social Media

- Whatsapp  
(Mostly Internal)
- Communication)
- Facebook/ Instagram  
Twitter/ LinkedIn

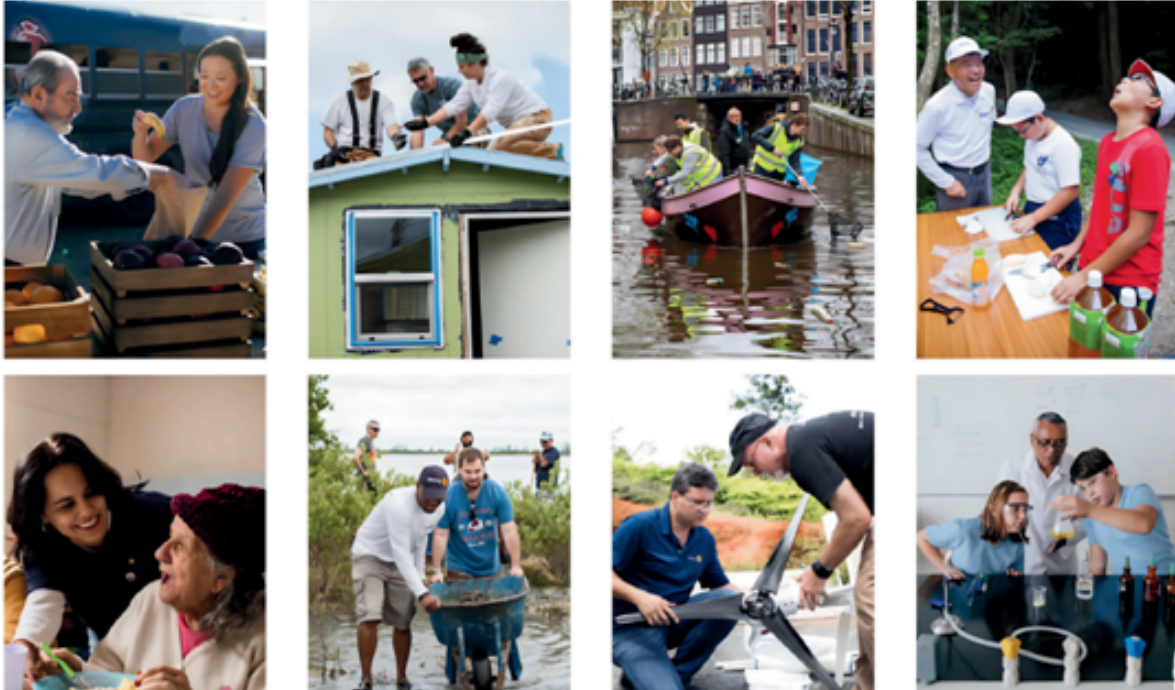
#### Rotary Fora

- Rotary News
- Governor's Monthly
- Letter Rotary Showcase  
at [rotary.org](http://rotary.org)



## WHAT IS RECOMMENDED

The pictures below show Rotarians taking action to bring Rotary's Brand to Life and establish our Public Image as People of Action.



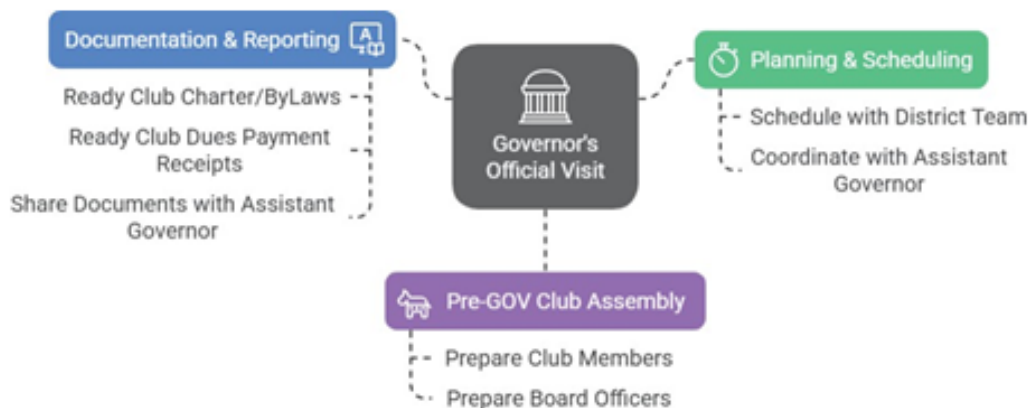
## WHAT TO AVOID



Avoid taking and sharing pictures like the ones above, which do not show any action we are taking. Remember that we are telling our story not only to ourselves but also to others in society as People of Action

## GOVERNOR'S OFFICIAL VISIT

### Before the Governor's Official Visit



### Planning & Scheduling

Ensure the Governor Official Visit is scheduled in advance with the District Team. Coordinate with your Assistant Governor and keep him updated

### Pre-Governor Official Visit (Pre-GOV)

Conduct a Pre-GOV Club Assembly at least two weeks before the official visit, involve Asst. Governor .

Ensure that club members and board officers are well-prepared for the discussions with Governor

### Documentation & Reporting

Keep all documents ready for inspection (Club Charter/ Bylaws) and reports (Club Dues Payment Receipts) required for the visit and share copies with Assistant Governor.



### Key Meetings:

A Closed-Door Meeting with the District Governor, Club President, Treasurer, President- Elect, and President-Nominee.

Ensure the Club Assembly includes participation from Board of Directors, Committee Chairs, and Club Members.

Facilitate meetings with Partners in Service (Inner Wheel, Rotaract, Interact, RCCs).

### Logistics & Protocols

Ensure proper venue setup (seating, banners, AV setup, and refreshments). Confirm the order of speeches and introductions with Assistant Governor Ensure the District Governor is the chief guest (no other guest of honor). Coordinate media coverage and social media updates for the visit.

Arrange a Public Meeting where you invite your community leaders, partners, friends and families



## GOVERNOR'S OFFICIAL VISIT

### Post Official Visit of District Governor



### Post-Visit Follow-Up Plan

Assign responsibilities to club members to implement feedback received from the District Governor. Submit a post-visit report to the District Team highlighting key takeaways.

Ensure that any required corrections or improvements are implemented and review

## A Note to Club Presidents

The District Governor's visit is one of the highlights of the Rotary year — not a test to be passed, but an opportunity to be embraced.

1. Showcase your achievements – from impactful service projects to innovative member engagement.
2. Tell your story – highlight how your club is living the Rotary spirit in your community.
3. Involve everyone – make it a club-wide celebration, not just a leadership meeting.
4. Share your club's challenges and ask for guidance. The District Governor is a resource, mentor, and your Ally.
5. Inspire your members – especially new or less active ones, by letting them see Rotary's larger vision in action.
6. Consider having community partners, project beneficiaries, or future Rotarians attend the Pubic Meeting and bring to life the spirit of “People of Action.”

By reframing the visit as a moment of pride and purpose, your club will not only enjoy the experience but also build stronger ties with the district and Rotary as a whole.

## ROTARY INTERNATIONAL DUES

All clubs in a district should send Semi Annual Dues as on 1st July and 1st January of every year, payable by 31st July and 31st January. Per Capita Semi Annual Dues as in the club invoice for the Rotary year 2025-2026 is First Half= (\$41.00 + \$1.00 for COL)+ 18% GST and Second Half= \$41.00 +18% GST. Clubs will follow the instructions given in the CLUB INVOICE carefully and the payment will be sent to ROTARY INTERNATIONAL SOUTH ASIA OFFICE, NEW DELHI.

**Cheques/ DDs to be sent in favour of  
ROTARY INTERNATIONAL SOUTH ASIA OFFICE payable at New Delhi**

### **BANK ACCOUNT DETAILS FOR NEFT / RTGS**

Bank account details will be found in the semi annual due invoice.

Your club invoice is calculated by the number of members in Rotary's database as on 1 January and 1 July. You should register new members and remove terminated members on or before 31 December or 30 June.

Membership is calculated based on a member's admission or termination date, and not the date the change was entered.

## CONTRIBUTION TO THE ROTARY FOUNDATION (TRF)

All the contributions to The Rotary Foundation should be sent through prescribed forms and also through online with clear information. If the information are inadequate then the amount sent by the clubs will be credited in their club's account. The contribution to Rotary Foundation is made by either directly or through the District or ONLINE at Rotary.org by clicking DONATE in My Rotary.

All the active members can view their contribution details on the RI website

The duly filled forms with the contribution amount should be sent to ROTARY INTERNATIONAL SOUTH ASIA OFFICE, NEW DELHI.

For any other queries with regard to TRF, you may contact our District Rotary Foundation Committee Chair (DRFC)

**PP Kashinath Prabhu**

Mobile: +91 98456 83875

E-Mail: kashinathprabhu@yahoo.com

**Cheques or DDs are being sent in favour of  
ROTARY FOUNDATION INDIA payable at New Delhi.**

Address :

**ROTARY INTERNATIONAL SOUTH ASIA OFFICE**

India Pullman/ Novotel Commercial Tower, 1st Floor,

Asset No.2, Hospitality District, Aerocity, (Near IGI Airport), NEW DELHI - 110037.

Phone: (91-11) 42250101 - 05 Fax: (91-11) 42250191

Email : risao@rotary.org . Website: www.risouthasia.org



## **ROTARY NEWS SUBSCRIPTION**

All clubs should mandatorily subscribe to our Regional Magazine '**ROTARY NEWS**' published in Chennai.

The clubs should send their Rotary News subscriptions according to their club membership to **ROTARY NEWS TRUST, Chennai**. The yearly subscription for Rotary News magazine per member is Rs.480.00 for Printed Version (Hard Copy) and Rs 420.00 for soft copy sent by email. Cheques and Demand Drafts have to be sent in favour of **ROTARY NEWS TRUST payable at Chennai**.

**Address :**

**ROTARY NEWS TRUST**

Dugar Towers, 3rd Floor, 34, Marshalls Road, Egmore,  
CHENNAI - 600 028. Ph : 044-42145666 Fax: 91-044-28528818  
E- mail : [rotarynews@rosaonline.org](mailto:rotarynews@rosaonline.org)  
Website : [www.rosaonline.org](http://www.rosaonline.org)

## **DISTRICT DUES**

District Governor has fixed the District Dues for administrative purpose. District Dues for the District 3191 for our Rotary year 2025-26 is fixed as Rs. 1180 (including GST) per member. All clubs should send this amount according to their membership to DISTRICT SECRETARIAT on or before 31st AUGUST 2025 and whenever the new members are installed. It is mandatory for the clubs to pay district dues for all its members. If the dues are not paid for more than six months, on hearing from the District Governor, RI will stop its service to the defaulting clubs till the dues are paid. Defaulting clubs will lose their voting rights

Payments can be made online - check with the secretariat for the link for paying dues online or post / courier the cheque to the following address

**ROTARY DISTRICT 3191 SECRETARIAT**

**Address:**

**Rtn. Sridhar B R**

No 99, 2<sup>nd</sup> Main, Opp to Nandanavna Park  
BTM 2<sup>nd</sup> Stage, Bengaluru -560076

## ROTARY GENERAL PROTOCOL

- Respect Time - Punctuality and Time Management are core essentials of any Rotary event.
- Any Rotary club meeting should be presided over by the President of the club. HE/SHE should wear the Presidential Collar and the meeting should be "Called to Order" at the beginning of the meeting and to adjourn the meeting at the end by saying "Meeting Adjourned" and the Secretary should remove the collar. This should be executed by the President only and not by the Master of Ceremonies or any other member.
- In the absence of president, the meeting is to be presided over by the vice president. But he has no entity to wear the collar. In the absence of vice president also any past president of the club can preside over the meeting by wearing the collar. If the Vice President is a Past President, he can wear the Presidential collar.
- Rotary Club meetings (except training or informative sessions) should be concluded within 90 Minutes as far as possible irrespective of whether they are regular meetings of the club or during Governor's visit. Clubs are advised to finalise such programs in consultation with their respective Assistant Governors.
- There should be no interruptions when the meeting is going on by any person attending the meeting.
- Utmost silence and discipline shall be maintained by the participants. If any person is continuously disturbing the meeting decorum he will be sent out by the sergeant at arms from the meeting hall.
- Once Protocol is observed in a meeting initially the subsequent speakers need not repeat the protocol. This will help save time and also avoid possible fouling up of protocol. But it is admissible to greet the president, District Governor (if present) and Chief Guest by the speakers. All others are to be greeted as "Other dignitaries on and off the dias".
- There is no compulsion to accommodate Zone Chairman, Assistant Governor, or District Officials on the dias for each and every regular weekly meeting of their home club.
- In any Rotary meeting, if the serving Governor is present as the Chief Guest he should speak last. After the speech of the Governor, there should not be further speeches. The only item after his speech should be acknowledgement, announcements and vote of thanks.
- Care should be taken to ensure that the standards and values of Rotary are not diluted or compromised at meetings. As a service organisation, austerity in our conduct and sincerity of purpose should be in tune with our social roles.
- *The function of Master of Ceremony if at all necessary, should be limited only to announce the items of the agenda to be followed. He/she is not expected to make comments on the speeches or assure anything on behalf of the club, which should only be the prerogative of the presiding officer. Presiding officers should not devalue themselves by allowing Master of Ceremonies to take over the proceedings and themselves observing a secondary role.*



## **ROTARY PROTOCOL AND DECORUM**

The Protocol to be observed in order of precedence of greetings is:

### **1. DURING CLUB MEETINGS**

President greets the Chief Guest first. But if the District Governor is present he greets him first and then the Chief Guest. The serving Governor should be given top most priority among all.

After the Chief Guest, he greets Guest(s) of Honour and the leaders in the following order if they are present

- Past District Governors (seniority wise)
- District Governor Elect
- District Governor Nominee
- District Secretary
- Zone Chairman
- Assistant Governor
- Governor's Group Representative
- District Chairmen
- Serving Presidents of other clubs
- Past Presidents
- President Elect and so on....

If Mayor or the First Citizen or Village Chairman is present in the meeting he should be invited to the dias and should be recognized first.

### **2. IN DISTRICT MEETINGS**

- a) Any Rotary district meeting will be presided over by the serving District Governor, He will call the meeting to order.
- b) District Governor greets the Chief Guest first. But if RI President or his representative is present he greets him first and then the Chief Guest. RI President or his representative should be given top most priority among all. After the Chief Guest, next he greets RI Officials seniority wise as appeared in Manual of Procedure ( if they are present) , Past District Governors (seniority wise), District Governor Elect, District Governor Nominee, District General Secretary, Zone Chairman, Assistant Governor, , District Chairmen, serving presidents and secretaries and so on.
- c) At district meetings, Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy toward the guests. High -ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians.



## **ROTARY PROTOCOL AND DECORUM**

### **3. DURING INSTALLATION MEETINGS**

- a) The ruling President changes the collar to the incoming President, wearing the pin and hand over the gavel and gong to him. The seats should be exchanged by both of them and newly installed President will take over the meeting thereafter.

### **4. DURING THE GOVERNOR'S OFFICIAL VISIT MEETINGS**

- a) During the official visit of the District Governor to the club, there should **be no other chief guest**. Governor being the only one.
- b) If any PDG, DGE or DGN is present in the meeting they can be given dias but there is no need to give them time for addressing unless otherwise District Governor is requesting to allot time.
- c) District Governor's Official Visit is an important one for a Rotary club and the club should follow the protocol and decorum very strictly.
- d) At Governor's Official Visit, the DISTRICT GOVERNOR is the Chief Guest.
- e) No other program should be scheduled during the Governor's Official Visit preferably. However new member inductions, TRF recognitions and similar awards can be organised (within the allocated time frame)
- f) Details of the meeting agenda should be communicated to the concerned Assistant Governor/ District Secretariat/ District Governor in advance.
- g) List of VIPs, Invitees and Honorary Members should be communicated to the concerned Assistant Governor/ District Secretariat in advance.
- h) Proper decorum and ambience should be maintained. Ostentatious decor is preferably avoidable. For Governor's Official Visit/ Installation separate banner need not be made. The club banner should be sufficient.
- i) MEMBERS should be requested to come early, in formal attire and wearing their Rotary Lapel pin. Please maintain dignified silence. Cross talk and murmuring has to be avoided.
- j) The address by the District Governor will be last on the agenda. This shall be followed by secretarial announcements and Vote of Thanks.



## CLUB MEETING CHECKLIST

Date:	Venue:	Meeting No.
Meeting called to order		
Rotary Prayer and 4 way test		
Initial Announcement	President	
Obituary (if any)		
Welcome speech by the President	Chief Guest/ Speaker	
	Past Presidents, President-Elect, Other Rotary Members	
	Invitees	
	New members	
	Prospective members	
	Rotarian family and friends	
Greetings	Birthdays	
	Wedding Anniversary	
	Achievement	
Project Announcements	Completed projects	
	Ongoing projects	
	Upcoming projects	
Committee announcements		
District/RI information		
Program	Release of Club Bulletin	
	Introduction of Speaker	
	Talk by Speaker	
	Q&As	
President's closing remarks		
Secretary announcements		
Vote of thanks	Elected/Nominated President	
National Anthem		
Adjournment of the meeting by the Chairman		



## OTHER IMPORTANT CLUB MEETINGS, EVENTS

### 1. Installation of New President

It is the duty of Presidents to install the President elects after their tenure as the President is over. Preferably this can be done by arranging a good function. Since the Rotary year begins from 1st July every year the Presidents are recommended to handover their President ship to the incoming President at least before the first week of July.

This is an important and joyful function to the new President and so all the members are invited with family and friends. Changing over the Collar, handing over the gavel and gang to new President, handing over the charter and MOP to Secretary, changing over the Sergeant at Arms band and handing over the baton to the incoming Sergeant At Arms, wearing lapel pins, introduction of Club Officers are some important agendas for the Installation function.

Rotary Prayer and Four-Way Test	(2 minutes)
Welcome Address by the President	(3 minutes)
Annual Report by the Secretary (by reading or PPT presentation)	(12 minutes)
Farewell Address by the President	(6 minutes)
Introduction of the incoming President	(3 minutes)
Introduction of the Installation Officers	(2 minutes)
Installation of the new President	(2 minutes)
Induction of the newly installed President	(5 minutes)
Installation of the Club Officers (Board of Directors)	(7 minutes)
Introduction of new members by the Club Service Director	(3 minutes)
Induction of new members	(6 minutes)
Inauguration of the Service Project	(4 minutes)
Speech by the Chief Guest	(20 minutes)
Thanksgiving by the new Secretaries	(3 minutes)
Adjournment of the meeting by ringing the bell twice by the new President	(1 minute)
National Anthem	(2 minutes)
Lunch	
<b>Total (90 minutes)</b>	



## 2. Board Meeting

The club's board of directors are its governing body and is comprised of the President, Vice President(s), President Elect, Secretary, Treasurer, the Immediate Past President, and other club officers specified in club bylaws like Past Presidents, Joint Secretary, Sergeant At Arms and Avenues of Service Directors.

It is recommended that a monthly board meeting is to be conducted by the clubs to discuss and evaluate the proceedings of the club and finalize the important matters relating to club activities and important projects to implement. Preferably the club board meeting is held in the last or first week of the month so that the planning of the upcoming days is easy and the implementation is properly done.

The Board of Directors are having the responsibility of attending the board meetings and support the President and Secretary to run the club smoothly with proper planning and timely implementation of service projects and programs. They have the duty of planning the club development activities and specify the ways to follow for achieving the club goals. If any decision is not finalized in the board meeting then that should be put into club assembly for further proceedings. Club secretary has the main duty of taking minutes of all discussions made in the board meeting.

### Sample Board Meeting Agenda

*Notice of the Agenda circulated in advance along with the minutes of the previous meeting*

- Meeting Called to Order by President
- Rotary Prayer and 4 way test
- Welcoming Board Members/ Presidential Address
- Leave of Absence (if any)
- Approval of minutes of previous meeting
- Action taken on previous decisions
- Events - Club, District, RI (News, decisions, actions etc)
- Presentation of previous month's accounts for approval
- Approval of forthcoming projects and Budget
- Review of status of membership growth foundation giving and public image
- Any other matter with the permission of the chair
- Announcement of Date & Venue of next meeting
- Vote of Thanks
- National Anthem
- Adjournment

*All the details are to be minuted properly and maintained in a continual register which needs to be handed over to the subsequent board meeting signed by the President and Secretary. This ensures easy retrieval of the decisions in case of any ambiguity in the future.*

### 3. Governor's Official Visit

District Governor's Official Visit to the clubs in the Rotary year is mandatory as per RI Rules and it is a most important event and an exciting time for the clubs. The purpose of the Governor's Official Visit is to focus on important Rotary issues, discuss possible solutions to pressing club issues, provide special attention to weak or struggling clubs, motivate Rotarians to participate in service activities and recognise personally the outstanding contributions of Rotarians.

It is suggested that the clubs shall arrange their schedule to allow for as much time with the governor as needed during his official visit. Clubs may have some important projects and programs to be inaugurated by the Governor. District Governor is with the club on that day and so Club Presidents and Secretaries are requested to explain all club activities and discuss freely with the Governor about club problems, if any, and get solutions from the Governor.

A General Assembly meeting is arranged in the evening on the Governor's Official Visit day and all the members should attend this meeting with their family. This is the meeting of Governor's expressions about the club and so it is to be arranged in a grand manner. There is no other Chief Guest invited for this meeting. The Governor is the only chief guest. It is the duty of Club President that all club members are invited to attend with family and also proper invitations to neighboring clubs with a request to attend the meeting. All District Officers of that Zone or Region are also to be properly invited.

The meeting is scheduled by following strict protocol and decorum with proper agenda, implementation of important service projects if any, new member induction if any, contributions to Foundation and recognitions if any. The Governor's speech is the final agenda and followed by vote of thanks only.

### 4. Club Charter Day Function

Club Charter Day is an important day for the club and it is recommended that all clubs should celebrate their Club Charter Day in a grand manner. Honouring the Charter Members and Past Presidents of the club is the main agenda of that day. Club History booklet is to be published and issued to all members. This will help the members to know about their club and give suggestions for further development of the club. This function also celebrated as a family function and all the members are invited to come with the family.

## FUNCTIONING CLUB

The RI board is responsible for ensuring that all clubs are functioning and defines a functioning club as one that:

- Pays its per capita dues to RI and District Dues
- Meets regularly
- Ensures its members subscribe to a certified Rotary World Magazine Press Publication (The Rotarian or Rotary Regional Magazine)

Implement service projects that addresses the needs in the local community and/or communities in other countries

Receives the Governor, Assistant Governor, or an officer of RI

Acts in a manner consistent with the RI Constitution, RI Bylaws and Rotary Code of Policies.

Provides accurate membership lists to the General Secretary on time

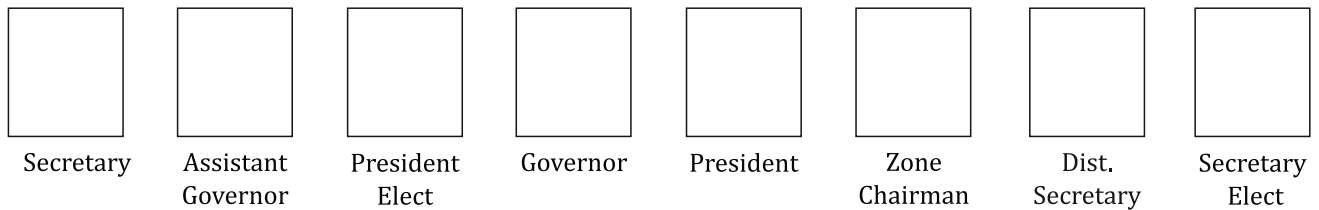
Resolves club disputes in an amicable manner

Maintain cooperative relations with the district

## RECOMMENDED SEATING ARRANGEMENTS IN INSTALLATION CEREMONY

1. President will always be seated in the centre
2. Other dignitaries are to be seated in the order of their assignments in left and right of President.

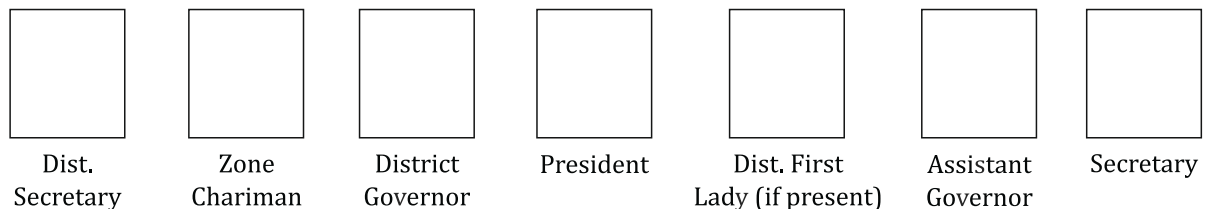
### Installation Ceremony



#### Audience

After changing over the collar by the President, the new installed President will occupy the President's seat and the outgoing President occupy President Elect seat as Immediate Past President.

### In Governor's Official Visit Meeting



#### Audience

In Governor's Official Visit Meeting, District Governor is the only Guest and no other guests are to be invited.

## **GOVERNOR'S OFFICIAL VISIT - CHECK LIST**

### **Checklist of items to be made available on GOV:**

1. Club Charter
2. Audited Accounts of the previous year
3. Club Constitution and amended By-laws
4. Updated Classification Roster
5. Membership List (including Honorary members) with addresses and telephone numbers
6. List of Club committees and sub-committees
7. Proposed Club budget for the year
8. Copies of Semi Annual Report and dues sent to Rotary International
9. List of TRF contributions made as of date
10. Board of directors meeting minutes book
11. Attendance Register
12. Plans and Objectives for the year
13. Report and data of ongoing projects, if any
14. Copies of the Club Bulletin
15. Copies of Trust Deed
16. Any other requirements will be informed to the club by DG in the separate letter/ Mail or in AG's Assembly

## **GENERAL ASSEMBLY**

1. Agenda of the meeting: Agenda to be approved by the Secretariat/ District Governor in advance.
2. Address by the District Governor should be last on the agenda, to be followed only by the Vote of Thanks.
3. During Official Club visit, in the General Assembly there should be no other guest speaker.
4. List of important guests and invitees and Honorary members present to be given in advance.
5. Proper protocol and decorum should be maintained
6. Total duration should be maximum 90 minutes only and time management should be taken care of.

Note: The District Governor may request additional items or issue specific instructions. Also, the presence of Assistant Governor of the Club is mandatory.



## Handover Checklist - Details and Items

(Presidents and office bearers hand over to the incoming presidents and office bearers every year)

Sl. No.	Item	Take Over	Notes	Handover	Notes
	<b>Club Property</b>	<b>2024</b>		<b>2025</b>	
1	Charter	Yes/ No		Yes/ No	
2	Charter copies of Rotaract Clubs	Yes/ No		Yes/ No	
3	Rotaract Club 1	Yes/ No		Yes/ No	
4	Rotaract Club 2	Yes/ No		Yes/ No	
5	Rotaract Club 3	Yes/ No		Yes/ No	
6	MOP (Manual of Procedure)	Yes/ No		Yes/ No	
7	Gavel	Yes/ No		Yes/ No	
8	Gong	Yes/ No		Yes/ No	
9	President Collar	Yes/ No		Yes/ No	
10	Sergeant at Arms Band/ Cap	Yes/ No		Yes/ No	
11	Club Banner	Yes/ No		Yes/ No	
12	All Exchange Flags	Yes/ No		Yes/ No	
	<b>Documents</b>				
13	Trust Deed	Yes/ No		Yes/ No	
14	Club Bylaws/ Constitution	Yes/ No		Yes/ No	
	<b>Accounts</b>				
15	Club bank statement and passbook	Yes/ No		Yes/ No	
16	* Trust bank statement and passbook	Yes/ No		Yes/ No	
17	Club audited accounts	Yes/ No		Yes/ No	
18	* Trust income tax return files	Yes/ No		Yes/ No	
19	Club accounts (previous)	Yes/ No		Yes/ No	
20	* Trust accounts (previous)	Yes/ No		Yes/ No	
	<b>Registrations (if any)</b>	Yes/ No		Yes/ No	
21	All minute books	<b>Yes/ No</b>		<b>Yes/ No</b>	
	<b>Records</b>	Yes/ No			
22	Club membership list				
23	Global grant files - for the last 8 years	Yes/ No		Yes/ No	
24	Effective correspondence with the district	Yes/ No		Yes/ No	
25	Club inventory list Tables, chairs, computers, etc.	Yes/ No		Yes/ No	
26	Record books on fixed and movable assets	Yes/ No		Yes/ No	

\* If there is a separate trust, hand over copies / if not, original documents.

Sl. No.	Item	Take Over	Notes	Handover	Notes
27	Correspondence with key RI/RISAO	Yes/ No		Yes/ No	
	<b>Payables</b>				
28	RI Dues	Yes/ No		Yes/ No	
29	Rotary News Trust	Yes/ No		Yes/ No	
	<b>Files</b>				
30	Membership Applications	Yes/ No		Yes/ No	
31	Vouchers/Receipts	Yes/ No		Yes/ No	
32	All Global Grants Files	Yes/ No		Yes/ No	
	<b>Any Other Items</b>				
33	Desk Name Plates	Yes/ No		Yes/ No	
34	Attendance Make-up Cards	Yes/ No		Yes/ No	
35	Membership Kits	Yes/ No		Yes/ No	
36	Club Brochures	Yes/ No		Yes/ No	
	<b>Important Letters</b>				
37	Letter to Bank for Change of Signatory				
38	Dated Cash on Hand	Rs.		Rs.	
39	Any Other Items				
	Outgoing President's Signature				
	Outgoing Secretary's Signature				
	Outgoing Treasurer's Signature				
	Incoming President's Signature				
	Incoming Secretary's Signature				
	Incoming Treasurer's Signature				





## **CLUB INVENTORY DETAILS**

### **TO BE MAINTAINED BY PRESIDENT**

1. President's Badge/ Lapel Pin
2. District Directory
3. Club Letterhead
4. Correspondence Files

### **TO BE MAINTAINED BY SECRETARY**

1. Minutes Book
2. Attendance Report
3. Club Roster
4. Correspondence of incoming & outgoing files
5. District Directory
6. Guest Attendance Card
7. Club letterhead
8. Secretary Badge/ Pin
9. Meeting Intimation Card
10. Club Charter
11. Birthday and Anniversary List of all members
12. RI Publications
13. Computers if any
14. Various Committee Files
15. Manual of Procedure
16. RI Directory

### **TO BE MAINTAINED BY TREASURER**

1. Cheque Book
2. Books of Accounts  
Day / Cash / Book / Ledger
3. Receipt Book
4. Subscription reminders
5. Voucher Pads
6. Seal

### **TO BE MAINTAINED BY BULLETIN EDITOR**

1. Bulletins of other clubs
2. Governor's Monthly Magazine
3. RI News Letter
4. Articles from members for  
publication In club bulletin

### **ITEMS TO BE CARRIED BY A SERGEANT**

1. Collar
2. Gavel, Gong
3. Arm band
4. Sergeant's baton
5. Club banner

## **My Rotary** **www.rotary.org**

Rotary Club Central is an effective way to set and track the Rotary Club Goals, create strength in Club membership and planning, and assess the impact of the Club's work in the community. This powerful tool empowers Club and District Leaders to monitor club achievements in three key areas: Club and Membership Initiatives, Service Activities and Support to The Rotary Foundation.

Coupled with Rotary Showcase and Idea Platform, the online tools that help clubs to find service ideas, new project partners, funding and to expand visibility of their projects through a broad array of social networks, clubs can easily expand the impact and effectiveness of their members' work.

### **HOW TO CREATE A 'MY ROTARY' ACCOUNT**

- First go to [www.rotary.org](http://www.rotary.org)
- Then click on My Rotary.
- Click on Sign In/ Register.
- If you are a first-time user, click on Create account.
- If you are not a first-time user, enter your email address and password. Then click on Sign In.
- Fill in the Account registration information and click on Continue.
- You will be informed that an e-mail has been sent to you.
- Check your email for the address you provided in the step above. You will receive a message. Click on the blue link to finalize the process.
- Fill in all the mandatory information and click on Create account. Click on Continue.
- Congratulations! You have created your My Rotary account and do any/ all of the following:

## NOTES

[illegible]

## NOTES

[illegible]

## NOTES

[illegible]

## NOTES

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***UNITE  
FOR  
GOOD***

