



# EXPENSE GUIDELINES FOR DISTRICT MEMBERSHIP CHAIRS (2021-22)

Beginning in July, district membership chairs can receive up to \$500 each Rotary year in reimbursements for specific activities that are aimed at increasing membership in their districts.

## 3 STEPS TO REIMBURSEMENT

1. **Complete all the courses** in the [District Membership Committee Intermediate](#) learning plan in the Learning Center. (You'll need a My Rotary account.) This ensures that you have the training you need to fulfill your [responsibilities](#) as committee chair and carry out the approved activities.
2. **Host** the approved activity, whether it's in person or online.
3. **Submit your expenses** through the [expense reporting tool](#) in My Rotary within 60 days *and* by 15 June 2022. The process is now faster and more secure than ever.

## ACTIVITIES APPROVED FOR REIMBURSEMENT

### Efforts to develop and support new Rotary and Rotaract clubs:

- [Informational meetings](#) that help communities learn about their Rotary and Rotaract clubs; work with your district Rotaract representative to plan these
- Informational meetings in communities where no clubs exist
- [Club charter celebrations](#) that engage the larger community
- [Organizational meetings](#), especially ones where a new club's leaders work on establishing their new club.

### Efforts to build relationships with prospective and new members:

- Events such as informational meetings, service projects, or social functions that engage [diverse groups](#) of prospective members, including young professionals, women, and people in underrepresented professions
- Gatherings to get acquainted with and engage [prospective members](#) who have expressed interest in membership through [rotary.org/join](https://rotary.org/join)
- The purchase of software and/or equipment to allow district leaders to host virtual meetings and events
- Districtwide orientation and engagement opportunities for [new members](#)

**Efforts to improve our public image and raise awareness of Rotary:**

- Paying for social media or other ads that use materials or templates from the [Brand Center](#) on My Rotary; work with your district public image chair to create these
- The purchase of [Rotary-branded materials](#) (a tablecloth, retractable banner, flyer display rack, etc.) to use at public events

**REIMBURSEMENT GUIDELINES**

Refer to [Rotary's Travel Policy](#) for a list of ineligible expenses. These expenses also aren't eligible for reimbursement:

- Travel, lodging, and mileage without preapproval from the membership development team (write to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org) for approval)
- Recognition items such as awards, theme pins, banners, frames, gifts, and plaques
- Expenses for a spouse or partner
- Medical expenses

Visit the [Travel & Expenses](#) page for more information and details about how to submit your expenses. If you want more information about this policy or have any questions about eligible activities, write to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org).