

# Rotary Club of Downtown DeLand Criteria for Club Events

(Board Approved September 1, 2017)

## PURPOSE

Provide a clear, fair, and intentional process for the Board of Directors to make decisions about events and financial support of organizations by The Rotary Club of Downtown DeLand.

## PROCESS

### 1. PREPARATION FOR THE BEGINNING OF A NEW CLUB YEAR

- a. In March, the President Elect will appoint an Events Team for the upcoming Rotary Year,
- b. In June, the Events Team, working with the President and the Treasurer will submit a recommendation for events/support to the new Board of Directors.
- c. In July, the new Board of Directors will approve proposed events, proposed funding, and proposed calendar of events for the coming year.

### 2. DURING THE YEAR

- a. Club members may submit events/funding requests at any time during the club year, using the simple one-page form.
- b. The Events Team will make a recommendation to the Board for Board action.

## CRITERIA

1. **WRITTEN PROPOSAL.** The Board will normally only consider/approve written proposals submitted at least 3 months in advance of an event.
2. **HANDS ON SERVICE AND/OR FINANCIAL ONLY SUPPORT.** These criteria apply to both hands-on support (i.e. cooking) of events in our community and to “financial-only” support (i.e. grants of money).
3. **NUMBER OF EVENTS EACH YEAR/MONTH.** At the beginning of the Rotary Year, the Board will determine the number of events the club will support during the coming year and in any given month.
4. **HISTORICAL SUPPORT.** Historically supported events/organizations will receive priority.
5. **CONNECTION WITH DOWNTOWN DELAND SERVICE AREA.** Events/organizations will normally have a direct connection with the service area of “downtown DeLand.” Organizations and events may be held outside of the De Land area as deemed appropriate.
6. **COST TO THE CLUB.** Financial Cost, normally to be funded within the budgetary allocation. Time and Member Involvement Cost, taking into consideration the timing and time commitment of members.
7. **SUPPORTED ORGANIZATION INFORMATION.** Mission, financial statements, impact, leadership of the organization/event.
8. **ADVOCATE IN OUR CLUB.** Normally at least two club members will “sponsor” or propose new events for consideration.