

# District 7360 Club MOU Document 2020-2021

Rotary Club of State College MOU Qualifications Document

## **A) Terms of Qualification**

- Clubs that receive certification are qualified for one (1) year.
- 2 club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by September 15<sup>th</sup> 2020
- Clubs must have entered at least 13 goals in MyRotary by September 15, 2020
- Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
- Club President must have attended PETS or equivalent training.

## **B) Club Leadership Responsibilities**

- The Rotary Foundation Chair of the Rotary Club of State College will be responsible for the management of the club's qualifications and ensure there are financial stewardship measures and proper grant management practices in place.
- Documents will be stored in hard copy by the club's TRF Chairperson. Also, an electronic file of all related documents will be kept by the TRF Chair and financial records by the Club Treasurer. The Club TRF Chair, Club Treasurer, Club President and the Club Grants Chair will have access to these records.
- If any one of these individuals should leave the club for any reason, the club will appoint in a timely manner an individual to replace the person that left.

## **C) Financial Management Plan**

- A separate bank account will be opened if the Club is the Host Partner of a Global Grant.
  - For "*District Community Grants*," this will be reimbursable after submission of "Final Report," there is no need to open a separate bank account. Instead, use check/ bank cards to track fund distribution.
- The Club Treasurer will keep a standard set of accounts related to the Clubs District Community and/or Global Grants. The treasurer will maintain a record of all receipts in hard copy and electronic copy with access by Club Treasurer, Club TRF Chair, Club President and Club Grants Chair.
- The Club Treasurer and Assistant Treasurer or other assigned member of the club must sign all checks related to any disbursement of grant funds as received by the club for any District Community or Global Grants. A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Treasurer will maintain a ledger of all grant funds received for either District Community/International Grants or Global Grants.
- The Club Community Grants Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club TRF Chair.
- The Club is responsible for naming a new person to any of the roles of Club Treasurer, Club TRF Chair or Club Community Grants Chair with a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

## **D) Document Retention**

The Club TRF Chair will maintain a file of all documents related to MOU in both hard copy and electronic file.

- The Club TRF Chair will maintain the documents relating to Terms of Qualification, Leadership Responsibility, Financial Management and Document Retention both hard copy and electronically.

**E) Reporting on Use of Grant Funds**

- The club must submit a report a Final Report within 60 days of the completion of a District Community/International Grant with copies of all receipts, bank statements and a copy of the DI/CG report form to the District Community Grants Co-Chairs (DCGC), Pam Wagoner and Ken Martin
- Global Grant reports must be submitted each year (Interim) and a Final Report within 60 days of the completion of the Grant Project to TRF including all receipts, bank statements etc. This is done through member access on the RI website, with copy to Global Grants Co-Chair (GGC), Susana Falck and Carl Askew.

**F) Method for Reporting and Resolving Misuse of Grant Funds**

The club will report to the DRFC Swan Stull any potential misuse or irregularities in grant related activity.

**Authorization and Agreement**

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of State College, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2020/2021 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President Dave Klementic \_\_\_\_\_

Term 2020  
Signature *Dave Klementic*  
Date 8-13-2020

Club President-elect LEWIS C LAZAROW

Term 2021-2022  
Signature *L. Lazarow*  
Date 8/16/2020

Club Foundation Chair NAVDU DESAI

Term 2020-2021  
Signature *N. Desai*  
Date 8/15/2020

Club Grants Chair Jeane Singer

Term 2020-2021  
Signature *Jeane Singer*  
Date 8/14/2020

Send electronic copies of this form to the following four people:

District Rotary Foundation Co-Chair Swan Stull – [swans@ptd.net](mailto:swans@ptd.net).

District Rotary Foundation Co-Chair Kelly Wike – [kelly.wike.bvkb@statefarm.com](mailto:kelly.wike.bvkb@statefarm.com)

District Grant Co-Chair Ken Martin - [kpmartin@stamps.org](mailto:kpmartin@stamps.org),

District Grant Co-Chair Pam Wagoner – [depotflorist@yahoo.com](mailto:depotflorist@yahoo.com)

Revised 2020/06/09