

# **District 7360 Club MOU Document 2022-23**

## ***This document must be typed.***

**This form is for District Community Grants only. All information for Global Grants must be completed at MyRotary.org.**

Rotary Club of Shepherdstown MOU Qualifications  
Document

### **A) Terms of Qualification**

- Clubs that receive certification are qualified through May 1, 2023.
- Club president or designee must have attended PETS or equivalent training.
- One (1) club member must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by August 1, 2022.
- Clubs must have entered a (non-zero) Annual Fund Goal and at least 13 goals in MyRotary for the 2022-23 Rotary year in MyRotary by August 1, 2022.
- Clubs must be current on Rotary International and District dues.

### **B) Club Leadership Responsibilities**

- The Rotary Foundation Chair of the Rotary Club of **Shepherdstown** 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 (preferably in DACdb) 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 or position for any reason, in a timely manner the club will appoint an individual to replace the person who left. Any replacements must be provided a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

### **C) Financial Management Plan**

- The District Community Grant is **reimbursable** after submission of the "Final Report." There is no need to open a separate bank account.
- The Club Treasurer will keep a standard set of accounts related to the Club's District Community Grant(s) and will maintain a record of all receipts in hard copy and electronic copy with access by the Club TRF Chair, Club President and Club Grants Chair.
- A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Community Grant(s) 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.

### **D) Document Retention**

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

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

- The club must submit the District Community Grant Final Report with copies of all receipts, bank statements.

- These items must be submitted by e-mail by **May 1, 2023** to the District Community Grants Co-Chairs (DCGC), Pam Wagoner and Ken Martin.

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

The club will report to the District Rotary Foundation Chair Swan Stull any potential misuse or irregularities in grant related activity.

**Authorization and Agreement**

This memorandum of understanding (MOU) 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 Shepherdstown, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2022-23 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

**Club President (name): Sean Murtagh**

Term 2022-23  
 Signature Sean Murtagh  
 Date 7/29/2022

**Club President-elect (name): James King**

Term 2022-23  
 Signature James King  
 Date July 26, 2022

**Club Foundation Chair (name): Jack Lanzy**

Term 2022-23  
 Signature Jack Lanzy  
 Date 7.27.22

**Club Grants Chair (name): Walt Eifert**

Term 2022-23  
 Signature Walt Eifert  
 Date 7/27/22

Send electronic copies of this form to the following two people:  
 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)